

Nursery Change of Hours Request Form

Child's name: DOB:

Current number of Sessions per week (Max of 10 X 3 hour sessions per week):

Reduction in Sessions (number of sessions per week to remove):

Increase in Sessions (number of extra sessions per week to add):

For Reduction in Hours

Please indicate (✓) the sessions you wish to remove from your existing sessions:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

For Increase in Hours

Please indicate (✓) the sessions you wish to add to your existing allocation:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

If increasing your hours, please tick to indicate if your increase in hours will be funded by:

- Universal 15 hours (only for those not currently using their full 15 hours allowance)
- Extended 30 Hours (for those with an eligibility code and not using their full extended hours allowance already)
- Invoiced for payment by parent/carer (parent/carer to pay for additional sessions themselves)

****IMPORTANT** If you have not already provided your 30 hour childcare eligibility code but intend to use it for additional sessions, please write the code below:**

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PLEASE NOTE THAT AN INCREASE OF UNIVERSAL/EXTENDED HOURS CAN ONLY BE ACTIONED AT THE START OF A NEW SCHOOL TERM; THOSE WISHING TO INCREASE HOURS SOONER WILL NEED TO BE INVOICED UNTIL THEN!

I request that the increase/decrease of nursery sessions can begin from:(date)

Signed..... (Parent/Carer) Date.....

[Staff use only]

New hours to take effect from:

Authorised by:

Signed..... Date.....