

Please complete the sessions form below with the new sessions you would like:

Permanent session Amendment form

Sessions

Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day 8.00 – 18.00					
Morning only 9.00 – 12.00					
Afternoon only 13.00 – 16.00					
Extended morning (Please specify)					
Extended afternoon (Please specify)					
After-school care 15.30 – 18.00					
Breakfast care 8.00 – 9.00					
Wrap around care					

Meals	Mon	Tues	Wed	Thurs	Fri
Breakfast					
Lunch					
Tea					

Permanent session amendment form

Please complete this form if you require a permanent amendment to your child's sessions at 'Little Poppets Nursery'.

As per our terms and conditions, one month's notice must be given if the number of sessions is to be reduced.

Name of parent

Name of child

Room

Start date for amended sessions
.....

Signed Date

Office use only

Manager/room head authorisation

Additional staff required (to meet ratios)? Yes/No

Staff name

Input into nursery administration system (tick when complete) on (date)

Input by

Position