



The Olive Tree Nursery

Alteration of child's hours

Childs Name:

Type of Change (please circle)

- **Extra Session**

(This will only be looked at 2 weeks before requested date and cannot be guaranteed)

- **Permanent change of regular hours**

(Please complete all sessions you would like your child to attend)

- **Late collection charge**

(£10.00 for up to first 15-minutes then £7.50 for up to each further 15 minutes)

- **Other**

Date of session or when you would like permanent change to start ___/___/___

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
End					

Please allow a months' notice for permanent changes to your child's regular hours. All extra sessions including tea, breakfast and lunches will be added onto your next invoice.

Any other comments; (Term time only or all year round etc)

Signed by Parent/Carer; _____ Date ___/___/___

Office Use Only

Was the request accepted YES / NO Date of accepted or Declined ___/___/___

Comments - Including reason for being declined

Agreed by: _____ Date ___/___/___

Room Senior informed; _____ Date ___/___/___

Agreed start date: ___/___/___

Input on Genie: ___/___/___