



## Change of session form

Childs Name: \_\_\_\_\_ Childs DOB: \_\_\_\_\_ Childs key person: \_\_\_\_\_

Setting child attends (please circle one):      Dinky Ducks Day Care      Magpies Pre-school      Little Barn Owls Pre-school

ORIGINAL SESSIONS:	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					
Meals included in session cost (circle all that apply)	B      L      T	B      L      T	B      L      T	B      L      T	B      L      T
Meals paid for on top of session (Circle all that apply)	B      L      T	B      L      T	B      L      T	B      L      T	B      L      T
<b>WEEKS PER YEAR</b>					
52 weeks a year					
45 weeks only (tick if applies)					
Term Time only (tick if TT only)					
<b>FUNDING</b>					
Funded (circle one)	2yr    EYE    none	2yr    EYE    none	2yr    EYE    none	2yr    EYE    none	2yr    EYE    none
Funding Stretched					
(please state 51 or 45 week)					
Funding Term Time only					

**PLEASE TURN OVER TO COMPLETE YOUR NEW SESSION REQUIREMENTS**

**PLEASE NOTE ONE MONTHS NOTICE IS REQUIRED FOR A CHANGE OF SESSION**  
**PLEASE ADHERE TO OUR FEE STRUCTURE TO DETAIL YOUR CHILD'S PATTERN OF SESSION BELOW, ANYTHING THAT IS NOT A SET SESSION IN OUR FEE**  
**STRUCTURE WILL NOT BE ACCEPTED.**

<b>DATE YOU WISH TO CHANGE YOUR CHILD'S SESSIONS FROM:</b>																	
<b>NEW SESSIONS</b>			<b>Monday</b>			<b>Tuesday</b>			<b>Wednesday</b>			<b>Thursday</b>			<b>Friday</b>		
<b>Start Time</b>																	
<b>End Time</b>																	
<b>MEALS</b>																	
<b>Breakfast and Lunch included in session cost</b> (for full week or full day with no funding only -circle all that apply)			B    L    T			B    L    T			B    L    T			B    L    T			B    L    T		
<b>Meals paid for on top of session</b> (Circle all that apply)			B    L    T			B    L    T			B    L    T			B    L    T			B    L    T		
<b>WEEKS PER YEAR</b>																	
<b>52 weeks a year</b>																	
<b>45 weeks only</b> (tick if applies)																	
<b>Term Time only</b> (tick if TT only)																	
<b>FUNDING</b>																	
<b>Funded</b> (circle one)			2yr    EYE    none			2yr    EYE    none			2yr    EYE    none			2yr    EYE    none			2yr    EYE    none		
<b>Funding Stretched</b> (please state 51 [DDDC & LBO only] or 45 week [DDDC only])																	
<b>Funding Term Time only</b>																	

**Parent/Carers signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Authorised by Early Years Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreed start date for new sessions:** \_\_\_\_\_

Office use only					
	Yes	No	Meals		
Term time only			If funded or doing a session that does not include meals will the family be providing (please circle): Breakfast Yes / No      Packed lunch Yes / No      Packed Tea Yes / No		
45 weeks (DDDC only)			If funded or doing a session that does not include meals will the family be providing (please circle): Breakfast Yes / No      Packed lunch Yes / No      Packed Tea Yes / No		
52 weeks (DDDC & LBO only)			If funded or doing a session that does not include meals will the family be providing (please circle): Breakfast Yes / No      Packed lunch Yes / No      Packed Tea Yes / No		
Funding information					
EYE funded	U	E	U	E	
If yes.....(circle below)    38 weeks   /   45 weeks   /   51 weeks   stretched 30 hours funding code: _____					
Consumables charge					
2 year funding			If yes.....(circle below)    38 weeks   /   45 weeks   /   51 weeks   stretched Unique claim number: _____		
Funded Session	Mon	Tues	Wed	Thurs	Fri
Am					
Pm					
Details of the distribution of the funded hours:					
Payment information					
Weekly fee   £	Weekly retainer   £	Who is paying for fees (please circle)    Parent / St Vincent's College / Fareham College / Children Services / Other (details)			
Once the above has been completed this is to be given to the Childcare Bookings Administrator to be inputted on the database and will then be filed in the child's details and a copy given to the family.					
<b>Input completed initialled:</b>					