Octopus Children’s Daycare

Winchester Road, Burnham on Sea, Somerset, TA8 1JD

Tel 01278 793331

Changes of hours / additional hours / holiday dates notification

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s name |  | Date of birth |  |

**Changes to sessions and additional hours request**

I would like to request changes to my child’s hours to the following,

with effect from …………………………….:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 8.00-9.00am | 9.00am – 12.00pm | 12.00pm – 3.00pm | 3.00-4.00pm | 3.00-5.30pm |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

Please select one…

This is for a one off session Yes / No

This is for a permanent change? Yes / No

**For holiday dates notification:-**

From ………………………………………… to (inc)………………………………….

Returning to Daycare on:- …………………………………………………………….

I am aware that my invoice will not be adjusted if my child does not attend

Signed by parent / carer Date



***OFFICE - Date***