

Sandcastles Members Flexible Service

Use this form to request permanent changes to your booking pattern. Changes to your booking pattern are subject to availability. One form per child is required.

Child's Name: Room:

Please detail the current sessions attended by ticking where relevant, indicating if 7am start or 6.30 finish

Nursery		Mon	Tue	Wed	Thu	Fri
Full day	7.30am to 6pm					
School day	9.30am to 4pm					
AM	7.30am - 12.30pm					
PM	1.30pm - 6pm					
AM (inc lunch)	7.30am – 1.30pm					
PM (inc lunch)	12.30pm – 6pm					

Out of School Club		Mon	Tue	Wed	Thu	Fri
Breakfast Club	7.30am – school drop off					
After Sch Club	School collection – 5pm					
After Sch Club	School collection – 6pm					

Please detail below the new permanent session request. Please be aware that at least 4 weeks' notice is required. However, any change will not be effective until the 1st of the month following the 4 weeks' notice period.

For those in receipt of Government funding, will the above changes result in changes to the amount of hours to be claimed for the next term. If yes, please give details: _____

Nursery		Mon	Tue	Wed	Thu	Fri
Full day	7.30am to 6pm					
School day	9.30am to 4pm					
AM	7.30am - 12.30pm					
PM	1.30pm - 6pm					
AM (inc lunch)	7.30am – 1.30pm					
PM (inc lunch)	12.30pm – 6pm					

Out of School Club		Mon	Tue	Wed	Thu	Fri
Breakfast Club	7.30am – school drop off					
After Sch Club	School collection – 5pm					
After Sch Club	School collection – 6pm					

Once completed, please post into the box located at the back of reception. We cannot accept change requests by email.

Please refer to our terms and conditions for more information on changes to bookings and the charging of fees.

Parent / Carer signature Print name Date

For Office Use: Date received Additional Notes:

Sandcastles Members Flexible Service

Use this form to request one-off extra hours, sessions and/or swaps. Any changes are subject to availability. One form per child is required.

Please note that one-off changes including swaps, can be requested for days within the following 4 weeks of the date this form is submitted. Up to 4 changes only can be submitted on this form

Child's Name: Room:

Extra hours and or sessions

Day and date when change is required	Session currently attended*	Requested change

*it may be helpful to look at the session names and times detailed above.

Swaps

Please note that swaps are for the purpose of helping with one-off unavoidable occurrences. They are not intended for illness, holidays, bank holidays. We would ask you to respect this service. One swap only should therefore be required in any given 4 weeks.

Day and date of day to be swapped from	Day and date to be swapped to

Once completed, please post into the box located at the back of reception. We cannot accept change requests by email.

Please refer to our terms and conditions for more information on changes to bookings and the charging of fees.

Parent / Carer signature Print name Date

For Office Use: Date received Additional Notes: