



Nursery Change of Hours Form

Child's Name: _____

Date you would like change to happen (if possible): _____

What sessions would you like your child to attend from this date? Please tick all sessions including your current hours if you are adding to them:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
All Day – 6.5 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morning Session – 3 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Session – 3 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Session Information:

Session	Times	Costs from 01/09/25
Morning Session – 3 hours	8.45am-11.45am	£18
Afternoon Session – 3 hours	12.15pm-3.15pm	£18
Lunch Club*	11.45am-12.15pm	£4.00*
All Day – 6 hours – including both sessions and lunch club	8.45am-3.15pm	£36

*Not charged on a full day. Only charged if added to an AM or PM session. Does not include a hot meal, this is charged in addition at £2.65 via MCAS App. Alternatively, please provide a packed lunch.

Funding:

All children are entitled to up to 15 hours of funding.

You may apply for a 30-hour extended funded code - this must be accepted and sent to me before the term starts. To find out if you are eligible please take a look at:

<https://www.childcarechoices.gov.uk/how-to-apply-for-30-hours-free-childcare/>

30-hour code if you are using one: _____

If you are not eligible for extended funded hours you can self-fund additional sessions at the prices listed above.

Parent/Carer Signature: _____

Date: _____

Once you have returned this to the nursery, the nursery administrator will contact you to confirm availability to change hours, start date and any cost implications for you.