

## Change of hours

Child's name \_\_\_\_\_



	Extended breakfast 7.45am - 9am	Breakfast 8.15am - 9am	Morning session A 9am - 12pm	Morning session B 9am - 1pm	Afternoon session 12pm - 3pm	Whole day session 9am - 3.15pm	After school everyday 3.15pm - 4.30pm	Extended after school, please ask about availability 3.15pm - 5.15pm
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								

We will try and allocate your preferred days; however this may not always be possible, and alternative days may be advised.

### Cancellation of a child's place

A period of four weeks' notice for cancellation and reduction of sessions is required in writing by the parent/carer to terminate a child's place at the setting. All sessions booked during the four week notice period must be paid for prior to the termination date and within the 14 days terms from receipt of invoice.

All information held will be kept confidential and in accordance with ICO guidelines.

Parent's name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to East Brent Preschool or email [preschool@eastbrentcofeacademy.co.uk](mailto:preschool@eastbrentcofeacademy.co.uk)