Dear Parents/Carers

In order for us to consider your request for a change of hours/days that your child attends Bright Sparks Nursery, please complete this form and return it to the nursery staff or email brightsparks@ikbschool.co.uk. Changes can only be made if there are spaces available in the required session. Please note we require a minimum of 2 weeks’ notice for any requested changes. We will confirm the changes to you by email.

|  |  |
| --- | --- |
| **Date of request:** |  |
| **Childs name:** |  |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **Current days and hours:** |  |  |  |  |  |
|  |
| Bright Sparks Session times are: 7.45am – 9am, 9am – 12pm, 12pm – 3pm with lunch, 3pm – 4.30pm, 4.30pm – 6pm |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **New days and hours required:** please detail all the hours you would like your child to attend.  |  |  |  |  |  |
| **Start date of new hours:** please allow a minimum of 2 weeks from today’s date. |  |

**Office use:**

|  |  |
| --- | --- |
| **New hours agreed:** |  |
| **If no, have alternate hours been offered? Please detail.** |  |
| **Alternate hours agreed by parents/carers:** |  |
| **Placement sheet updated:** |  | **Lunch sheet updated:** |  |
| **Invoice sheet updated:** |  | **Lunch details sent:** |  |
| **Changes complete:** |  |