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](mailto: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:** | |  | | | |