**Change of hours mid-term**

Dear parents,

We always strive to offer a change of hours every term. If you want to change your hours mid-term then there will be £20 charge for admin costs and time that it takes to change the hours.

As part of our agreement with Hampshire County Council, we MUST strive to offer some 2 year olds, all 3 and 4 year olds 15 hours extended flexible entitlement. This means

* 15 hours per week are offered during term time to some children who are 2 year old; would usually receive free school meals, and all children above 3 and a term (the term that follows their 3rd birthday).
* Flexible means that we try to suit all families needs where possible.
* Some 2 year olds and all 3 + a term and 4 year olds MUST get this FREE with no other charges, apart from lunches (which is provided by the parent).

Our hours are as follows:

Monday to Friday

Morning session: 9.00am - 11.30am

Lunch time: 11.30am - 12.00pm or 11.30-12.30pm or 12pm-12.30pm

Afternoon session: 12.30pm - 3.00pm

With the option of attending one or more sessions (including a whole day or week).

Please state on the 2nd page what hours you would like your child to have.

Priority will be given for children who do not yet attend 15 hours per week in birth order (oldest first).

Please state below what hours you would like your child to attend.

You can choose to have one or more sessions per day.

You can have less than 15 hours, or more than 15 hours. Any extra hours will be charged at the normal fees. An invoice shall be sent to you in the new term.

**Please place ticks in all the sessions you wish your child to attend.**

|  | 9am-11.30am | Lunch club  11.30am-12pm | Lunch club  12pm-12.30pm | 12.30pm-3.00pm |
| --- | --- | --- | --- | --- |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

When would you like these hours to start:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Please put this form in a named envelope along with £20 that covers admin fees.

The Manager will send a letter confirming the hours.

Name of child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_