

Child Contract/Booking pattern Change Request Form



Current contract (parent/carer complete)			
Name of Child:		DOB:	
Room:		Does your child claim funding?	
Current booking pattern:	Mon- Tue- Wed- Thur- Fri-	If yes, what is being claimed?	
Is the contract term time or all year round?		Holiday entitlement with current contract:	
Has any of the holiday entitlement been used?			
Terms and Conditions Reminder -Please be mindful that the changes you are requesting may effect the holiday entitlement you have for your child if they are on a all year round contract. - Discounts may be affected if a contract is changed Dates we MUST be informed of changes. -We require 1 terms notice of any changes if your child claims funding, or if they are changing contract types (term time only/ all year round) -We require 12 weeks' notice if your child is on an all year-round contract.			
Change Request (parent/carer complete)			
How would you like to change the contract type?	<input type="radio"/> Term time <input type="radio"/> All Year Round <input type="radio"/> Increase Day	<input type="radio"/> Decrease days <input type="radio"/> Apply for funding <input type="radio"/> Cancel Place	
New booking pattern request: (if possible)	Mon- Tue- Wed- Thur- Fri-		
What date would you like this change to begin?			
Name of parent/carer making request:		Sign/Initial:	Date:
If applying for funding – Funding Code-			

Office Information and Confirmation			
Manager receiving the request:		Date received:	
Holiday entitlement breakdown (if applicable)			
Date the change in contract can begin:		Copy of this form emailed on: (date)	
Further information in response to this request:			
Sibling discount (min 2 Prime sessions)			
Enhanced Discount			
NHS Discount			
Term Time			
Holiday Entitlement			