

## Gateway Nurseries

### Additional Hours/Change of Hours Request Form

Please complete this form if you would like to request extra hours in Nursery or if you would like to change to different sessions. We will check the session availability and then we will let you know if there is space in the session/sessions that you have requested. Thank you.

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Please tick ***all*** of the sessions that you would like your child to attend.

	Breakfast Club		Morning Session		Lunch Club		Afternoon Session	
<b>Monday</b>	7.40am- 8.40am		8.40am- 11.40am		11.40am- 12.20pm		12.20pm- 3.20pm	
<b>Tuesday</b>	7.40am- 8.40am		8.40am- 11.40am		11.40am- 12.20pm		12.20pm- 3.20pm	
<b>Wednesday</b>	7.40am- 8.40am		8.40am- 11.40am		11.40am- 12.20pm		12.20pm- 3.20pm	
<b>Thursday</b>	7.40am- 8.40am		8.40am- 11.40am		11.40am- 12.20pm		12.20pm- 3.20pm	
<b>Friday</b>	7.40am- 8.40am		8.40am- 11.40am		11.40am- 12.20pm		12.20pm- 3.20pm	

Requested start date for extra session/s: \_\_\_\_\_

Number of hours funding the school should claim for (up to 15 hours):

Signed: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

#### For Office Use Only

Received by Administrator

Changes authorised/denied

Received by Mrs Smith

Parent/Carer notified

Session list updated