A picture containing text

Description automatically generated

**Change of Sessions Form**

As per clause 3.4 of our Terms and Conditions. Please use the form below to request a change to your booked sessions.

The Nursery will act reasonably when considering your request but cannot guarantee that your requested changes will be accommodated as this depends on the availability of the sessions requested. Where we are unable to accommodate your request we will discuss what we can offer with you.

|  |  |
| --- | --- |
| **Name of Child:** |  |
| **Date of Birth:** |  |
| **Group:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | | **Thursday** | **Friday** |
| **Current Sessions** |  |  |  | |  |  |
| **Requested Change Sessions:** |  |  |  | |  |  |
| **Date from which you would like the change to be active:** | | | |  | | |

Parent Name:

Signed:

Date:

Please return to the nursery office or by email to childcare@shu.ac.uk

If you require any further information please do not hesitate to contact me on 0114 225 2263 or [jackie.rhodes@shu.ac.uk](mailto:jackie.rhodes@shu.ac.uk)

Regards

Jackie Rhodes

Childcare Services Manager