**Session Amendment/Cancellation Form**

**AMENDMENT**

I would like to request to amend the Care Club place for my child I understand that a place/s will be offered subject to availability.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Childs Name |  | | | |
| Year Group | Pre-School | Year R | Year 1 | Year 2 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRENT SESSIONS** | | | | | | | | | | | | | | |
| **Breakfast Club**  **(7.45 am – 9.00am)**  **£6.75 per session** | | | | | **After School Club**  **Early (3.10pm - 4.30pm)**  **£6.75 per session** | | | | | **After School Club**  **Late (3.10 pm - 6.00pm)**  **£14.25 per session** | | | | |
| Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **REQUESTED REVISED SESSIONS FROM** **(DATE)** | | | | | | | | | | | | | | |
| **Breakfast Club**  **(7.45 am – 9.00am)**  **£6.75 per session** | | | | | **After School Club**  **Early (3.10pm - 4.30pm)**  **£6.75 per session** | | | | | **After School Club**  **Late (3.10 pm - 6.00pm)**  **£14.25 per session** | | | | |
| Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note**: This is a request for place/s in our Care Club. Once a place has been confirmed, the 4 week term time notice to amend, change, reduce or cancel a session will be in place.

Collection later than 4.30pm will incur the additional later session fee i.e. £7.50 additional charge. Collection after 6.00pm will incur a late fee of £10.00 per 10 minutes

**OR**

**CANCELLATION**

I request to cancel all club places with effect from      (date)

|  |  |  |  |
| --- | --- | --- | --- |
| Parent / Carer Name |  | | |
| Parent / Carer Contact No. |  | | |
| Parent / Carer Signature |  | Dated: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date received |  | Signed: |  |
| Agreed & copy returned to Parent / Carer: |  | Signed: |  |