**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: |       |