

# Change of booked hours

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

I, \_\_\_\_\_ (Parent/Guardian) wish to change the booked hours for \_\_\_\_\_ (Child's name)

Their current booked hours are:

Monday	Tuesday	Wednesday	Thursday	Friday

Requested change of hours:

Monday	Tuesday	Wednesday	Thursday	Friday

The new hours are effective from \_\_\_\_\_

The change is:  ongoing OR until \_\_\_\_\_

I am aware that I must provide **two weeks notice** for any permanent changes to my child's booking.

Parent/caregiver signature: \_\_\_\_\_

Management approves of changes: yes / no

Signed: \_\_\_\_\_ Entered in Discover: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

