



Permanent Change to Attendance Pattern during Term Time

Please complete this form if you want to make a permanent change to your child's sessions at Yorkies Daycare

Childs' Name _____

Current Attendance Pattern during Term Time (please tick sessions)

	Mon	Tues	Wed	Thurs	Fri
Breakfast club					
Afternoon club					

ADDING SESSIONS

I would like to add one or more sessions each week

These changes are effective from Please insert date

Please tick the sessions that you would like to add:

	Mon	Tues	Wed	Thurs	Fri
Breakfast club					
Afternoon club					

CANCELLING SESSIONS

I would like to cancel one or more sessions each week

These changes are effective from Please insert date *

Please tick the sessions that you would like to cancel:

	Mon	Tues	Wed	Thurs	Fri
Breakfast club					
Afternoon club					

* Please note: We require 4 weeks notice of cancellation of sessions. You will still be charged for any sessions your child does not attend during these four weeks. The four weeks will commence on the date we receive your notification.

Signed by parent _____

Date _____

Date received by Yorkies _____