**After School Club Session Amendment Form**

Today’s Date:------/-------/-------

Child’s Name……………………………………………………………………………………………………

Parent’s/Carer’s Name………………………………………………………………………………………..

Email…………………………………………………………………………Mobile……………………………

Preferred Date of change \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**Please note**:

At least **2 weeks written notice** must be given to change a regular after school club booking. Changes to sessions are subject to availability. Requested sessions are **not** guaranteed, but wherever possible we shall try to accommodate your requests.

If requested sessions are not available, would you like to be placed on the waiting list?

**Yes** **☐ No** **☐** (waiting list priority is strictly date order)

Please tick your current sessions in the first table and the sessions you would like to change to on the left in the green table.

**Current sessions Change to**

|  | **After School Club Session** 3pm – 5.30pmMon/Tues/Wed/Thurs |   | **After School Club Session** 3pm – 5.30pm Mon/Tues/Wed/Thurs |
| --- | --- | --- | --- |
|  £16.00 |  |  £16.00 |
| Monday  |  | Monday |  |
| Tuesday |  | Tuesday |  |
| Wednesday |  | Wednesday |  |
| Thursday |  | Thursday |  |

*For Office use only:*

Date Received …………/…………/…………. Confirmed Start Date of new sessions ………/………/. ……….

Change Request 1 …………………………… Change Request 2 ……………