

**COTEN END PRESCHOOL
CHANGES TO CONTRACT**

SECTION 1 Permanent Change to Days Using Service

Childs Name:

Changes to Commence: Please note: 1 months notice is required

	Mon			Tues			Wed			Thurs			Fri		
	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM
Current															
Changes															

Reason for Changes:

Parents Signature:

Date:

Please note: Nursery Education Funding (NEF) hours and 2 Year Old Funding hours can only be changed at the beginning or end of a term, NOT during a term.

SECTION 2 Termination of Contract

Childs Name:

Date Contract Ends: Please note: 1 months notice is required

	Mon			Tues			Wed			Thurs			Fri		
	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM
Current															

Reason for Termination:

Parents Signature:

Date:

OFFICE USE ONLY			
Info entered into diary	Yes/No	Daily Register Updated:	Date:
Agreed Hazel / Catherine		Day List Updated:	Date:
Date:		Invoice Required	Yes/No
Signed:		Signed:	