



Mulberry Bush Nursery

Change of Attendance Form

Child's name			
Date of birth		Child's unit	

I understand that I need to give a minimum of four weeks' notice to reduce my child's attendance or to terminate their place at nursery. Increases in attendance will be accommodated as soon as possible, subject to availability. Notice as to booking pattern decreases in attendance or termination of my child's place at nursery will only take effect after the last day of my child's attendance during the week that the notice is given. The deposit retained by nursery will be required to increase should your child's attendance increase, and we will refund a portion of the deposit should your child's attendance decrease.

Please tick below the days to indicate your existing booking pattern.	Monday	Tuesday	Wednesday	Thursday	Friday
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. I WISH TO TERMINATE MY CHILD'S PLACE AT NURSERY FROM WEEK ENDING:	
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2. I WISH TO CHANGE MY CHILD'S BOOKING PATTERN FROM WEEK COMMENCING:	
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Please tick below the days to indicate the new booking pattern you require.	Monday	Tuesday	Wednesday	Thursday	Friday
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please hand this completed form into the nursery office and we will get it processed as soon as possible.

Parent/carer signature			
Parent/carer name			
Contact number		Date of request	

INTERNAL USE ONLY			
Name of manager		Update Specific Dietary Requirements Sheet	
Date received		Update First Aid Information Sheet	
Accept		Update any Care Plan	
Decline		Update any Behaviour Management Strategy	
On waiting list		Comments	
Alternative agreed			
Parent/carer informed	Initial, date & time		
Update Connect	Initial, date & time		