



# Toy Box Pre-School

Swainson Building, Ansford Academy,  
Maggs Lane, Castle Cary, BA7 7JJ  
[www.toyboxpreschool.weebly.com](http://www.toyboxpreschool.weebly.com)  
01963 359600

Ofsted: 142877  
Registered Charity: 1038181

CHANGE OF SESSION FORM						
Parent/Guardian Name						
Childs Name						
Date	/ /20					
Session(s) my child attends at present		Mon	Tues	Wed	Thur	Fri
	Morning session					
	Afternoon session					
Session(s) I would like my child to attend		Mon	Tues	Wed	Thur	Fri
	Morning session 3 hours					
	Afternoon session 3.30 hours					
<p>I am aware that the afternoon session is 30 minutes more than the morning session. I am also aware that any added sessions will include a snack fee to my invoice. I understand any hours over my child's allocated 15 or 30 hour grant allowance, will be charged £4.40 ph. I hereby agree that I will give ToyBox 4 weeks notice of any session change, including removing my child from the Preschool. I accept that I will pay for sessions for 4 weeks from my notice, regardless if my child still attends.</p>						
I wish this change to start on:	/ /20					
Parent/Guardian signature						

Below to be completed by ToyBox staff:

Childs Name	
Date change will start	/ /20
Session(s) cancelled	
Sessions(s) added	

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