



CHANGE OF ENROLLED HOURS FOR CHILDREN AGED 3 YEARS AND OVER

When filling out this form please ensure that you:

- Fill in **ALL** the hours you would like to book your child in for each week
- Note: minimum booking is two sessions per week
 - Morning session: any four hours finished by 12.30pm
 - Afternoon session: any four hours starting after 12.30pm
 - Bookings must be for complete hours
- Fill in **ALL** hours claimed for your child at another service each day (eg 0 hours; 6 hours)

All changes to enrolled hours MUST be made at least one week in advance

Child's **FULL** name: _____

I would like to change my child's current enrolled hours to the following:							
To begin from the week starting Monday: _____ / _____ / _____							
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Loaded	Printed
Times Enrolled:							
If you are claiming 20 Hours ECE, fill out boxes below with the hours claimed at each service							
20 Hours ECE claimed at this service (up to 6hrs per day maximum 20hrs pw)							Total hours:
20 Hours ECE claimed at another service							Total hours:
Parent/Guardian Signature: _____				Date: ____ / ____ / ____			

Is this a permanent booking change YES / NO (circle) If NO please also complete below

I would like to change my child's enrolled hours to the following:							
Effective Monday Date of change: _____ / _____ / _____							
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Loaded	Printed
Times Enrolled:							
If you are claiming 20 Hours ECE, fill out boxes below with the hours claimed at each service							
20 Hours ECE claimed at this service (up to 6hrs per day maximum 20hrs pw)							Total hours:
20 Hours ECE claimed at another service							Total hours:
Parent/Guardian Signature: _____				Date: ____ / ____ / ____			

The fee structure with terms and conditions is displayed in each centre's foyer. Please check with our Office Manager Lyn H if you have any queries about the effect of these changes on your fee payable. She can be contacted by emails, portobeloaccounts@xtra.co.nz, or by phoning Head Office, on 343 9952.

Revised August 2018

Links to Supporting Children's Learning and Development policy