



## CHANGE OF ENROLLED HOURS FOR CHILDREN AGED UNDER 3 YEARS

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

Please remember to sign and date the form

**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:							

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

I would like to change my child's current enrolled hours to the following:							
Effective from the week starting Monday: _____/_____/_____							
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Loaded	Printed
Times Enrolled:							

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 email, [portobeloaccounts@xtra.co.nz](mailto:portobeloaccounts@xtra.co.nz), or by phoning Head Office on 343 9952.

Parent/Guardian Signature: _____	Date: ____/____/____
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