



'THE DEN' CHANGE OF SESSIONS & CANCELLATION REQUEST FORM

Please complete and return to The Den.

Child's Name..... Class

CURRENT SESSIONS HELD BY MY CHILD

The following are the current sessions that my child has a place for in The Den (please tick each session as appropriate):					
	Monday	Tuesday	Wednesday	Thursday	Friday
Before school 7:45am - 8:45am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After school 3:30pm – 6:00pm latest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE TICK THE BOXES FOR THE **CURRENT** SESSIONS THAT YOUR CHILD HOLDS A PLACE FOR

REQUEST FOR CHANGE IN SESSIONS OR TO CANCEL PLACE

I would like to change my child's sessions in The Den by **ADDING*** OR **REMOVING** the sessions indicated in the table below.

I understand that should I wish to reduce or cancel sessions I am required to give half a term's notice in writing and understand that completion of this form within the required timescale is sufficient. I have read and accept the information/conditions and understand that you will invoice me and that fees are payable in advance.

Any requests for additional sessions will **not automatically mean that a place in the new session(s) is guaranteed; requests for additional sessions will be confirmed when spaces in those sessions become available. If necessary, you will be notified that your child has been placed on a waiting list until a place in the required session(s) becomes available.*

I wish to ADD/REMOVE the following sessions for my child with effect from the following date: _____					
	Monday	Tuesday	Wednesday	Thursday	Friday
Before school 7:45am - 8:45am	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>
	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>
After school 3:30pm – 6:00pm latest	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>	ADD <input type="checkbox"/>
	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>	REMOVE <input type="checkbox"/>
I wish to CANCEL my child's place in The Den with effect from the following date: _____					

Signed Print name Date.....
(Parent/Guardian)