



Change of Care Form

Dear parents and carers,

If you need to alter the days or times that your child attends nursery, please fill out this form and hand it to either Miss Sally or Mrs Jurkiw. It is really important that you include all the hours on the form. So, for example, if you want to change your Monday hours, you must still include the hours for Tuesday, Wednesday, Thursday and Friday, even if they have not changed.

Please note that:

- If you need to change your schedule, you must complete a "Change of care" form at least four weeks prior to the change
- We will endeavour to meet your requirements but we must adhere to the statutory requirements for staffing ratios and capacity
- When terminating the contract, please complete a "Change of care" form four weeks prior to your child's last day or billing will continue and you will be expected to pay for all debts applied to your account

Nursery fees

- Nursery places will be confirmed by the School Office
- Nursery fees will be paid via the School Gateway App
- Fees must be paid in advance, for example, February fees must be paid within 7 days of the invoice date.
- Our fees are competitive. Our hourly rate is £5 an hour and the local hourly rate is between £7.10 and £9.00 an hour
- Fees include:
 - Morning session - £15
 - Afternoon session - £15
 - Lunch as extra – including dinner and 40 minutes of childcare - £5.50*
 - Full day – including dinner with 30 minutes of childcare (£5.00) - £35.00

*Lunch added on to a morning or afternoon sessions costs slightly more because we need an extra staff member for that time to accommodate the alternate drop off and collection times, therefore ensuring that we are within legal ratios. The cost for full day children is incorporated into the cost of a full day.

There is a minimum requirement of either 2 full days or 4 half day sessions. However, 15 hours and 30 hours funding can be used toward these morning or afternoon sessions. Please note, your 15 / 30 hour funding can not be used to cover the cost of lunch.



DUNKIRK PRIMARY SCHOOL

Change of Care Form

Date:

Date you would like your new hours to commence:

Please select all the sessions that you want your child to attend:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning £15					
Lunch extra £5.50					
Lunch full day £5.00					
Afternoon £15					
Funded hours					
Cost per day	£	£	£	£	£
				Weekly Cost	£

You will be charged for all sessions your child is booked in for, regardless of attendance, unless you have given a month's non-attendance notice.

By signing below, you indicate that, if your request is accepted, you agree to the change in cost of your child's care and you understand that we may not be able to accommodate your request. The office will be in touch within 5 working days to let you know if your application has been accepted.

Signed: Please print name:

Acceptance signatures (Parents or Guardians)

Date:

For office staff only:

The request for a change in hours has been:

Accepted ☐

Rejected ☐ because

.....

Signed:..... Please print name: Rachael Jurkiw

Acceptance signatures (Early Years Lead)