

Actual days:

Monday Tuesday Wednesday Thursday Friday

Requested days:

Monday Tuesday Wednesday Thursday Friday

Comment :
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Please note:

- Parents are liable for fees for their allocated days until the end of the term following the notice deadline (see the Year Planner for dates).
- To request an increase in the number of days or a change of days, parents must fill this form before the current term’s notice deadline (see the Year Planner for dates), to take effect next term. If we have availability, it may be possible to implement this immediately following written confirmation.
- To request a reduction in the number of days, parents must give notice using this form before the current term’s notice deadline (see the Year Planner for dates), otherwise the whole of the following term is payable on top of the current term. If you wish to decrease the number of days, it might not be possible as we need to find a child to match the part-time days you request.
- The Petite Section children (Lions) & Moyenne Section children (giraffes) must attend full-time.
- Changes will only be possible if there is a balance between French days and English days.
- If we confirm your request, then any subsequent requests for changes of days, or leaving, will only be possible subject to the terms in the "change of days" form, or "leaving notice" form.
- We will confirm the changes in writing – until you have received this confirmation in writing, your request has not been accepted.

I request a change of days. I will commit to any changes, if accepted.

Child's name: Requested implementation date: . . / . . /
(next term only)

Your name: Signature: today's date: . . / . . /