

CHANGE OF BOOKED HOURS FORM

Two weeks notice of change must be given

Educator's name _____

Scheme _____

<p>Child's name –change 1: _____</p> <p>Date changes are to take affect from _____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Usual times</i></th> <th style="width: 50%; text-align: center;"><i>Changed times</i></th> </tr> </thead> <tbody> <tr> <td>Monday _____</td> <td>_____</td> </tr> <tr> <td>Tuesday _____</td> <td>_____</td> </tr> <tr> <td>Wednesday _____</td> <td>_____</td> </tr> <tr> <td>Thursday _____</td> <td>_____</td> </tr> <tr> <td>Friday _____</td> <td>_____</td> </tr> </tbody> </table>	<i>Usual times</i>	<i>Changed times</i>	Monday _____	_____	Tuesday _____	_____	Wednesday _____	_____	Thursday _____	_____	Friday _____	_____	<p>Child's name -change 2: _____</p> <p>Date changes are to take affect from _____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Usual times</i></th> <th style="width: 50%; text-align: center;"><i>Changed times</i></th> </tr> </thead> <tbody> <tr> <td>Monday _____</td> <td>_____</td> </tr> <tr> <td>Tuesday _____</td> <td>_____</td> </tr> <tr> <td>Wednesday _____</td> <td>_____</td> </tr> <tr> <td>Thursday _____</td> <td>_____</td> </tr> <tr> <td>Friday _____</td> <td>_____</td> </tr> </tbody> </table>	<i>Usual times</i>	<i>Changed times</i>	Monday _____	_____	Tuesday _____	_____	Wednesday _____	_____	Thursday _____	_____	Friday _____	_____
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*When changing permanent hours (in particular increasing hrs) please adjust your AP to accommodate the change. * Notify WINZ if applicable * Minimum 12 hours

I agree to these changes in booked times.

Educators Signature: _____ Date _____

Parent Signature: _____ Date _____

☐ Change is for one week only

☐ Change is from _____ to _____

☐ Permanent change

We are able to accommodate this change of booked time within our current staff/child ratios.

Visiting Teachers Signature: _____ Date: _____

COMMENTS: _____