

**CHANGE OF TIMES BOOKING SHEET – Ely and Caerau Children’s Centre**

**All changes must be made ONE MONTH in advance, changes in hours cannot be guaranteed we will do our best to accommodate the changes you need as soon as possible.**

Childs Name..... DOB .....  
 Start date for changes ..... End Date (if known) or Review date.....

**DO YOU NEED CHILDCARE DURING THE SCHOOL HOLIDAYS Y / N**

Please indicate the TOTAL hours you require.

Date (for temporary changes)	Days	Breakfast Club OVER 3YRS TERM TIME ONLY NO CHARGE 8.00 a.m. – 9.00 a.m.	Breakfast in Daycare ALL YEAR ANY AGE CHARGED 8.00 – 9.00	Breakfast (meal required)	Day Care Morning 9.00 – 12.00	Lunch (meal required)	Day Care Afternoon 12.00 – 3.00 (closes at 6.00 p.m.)	High Tea (meal required)	After School Club 3.00 p.m. - 6.00 p.m.	Daycare Hours 3.00 – 6.00 Charged Hourly
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									

**Fees due in advance.** Cheques made payable to ‘Cardiff County Council’

Parent/Carer Signature ..... Date.....

**NO DAYCARE REQUIRED DUE TO HOLIDAY BOOKING ETC. Date Booked .....**

Start Date of Absence..... Date returning to Daycare.....

For Office use only Date Entered into First Steps