

Session Request Form

Child's Name .....

Evergreen Nursery is open Monday to Friday 7:45am – 6:00 pm. We are open all year, with the exception of one week at Christmas and Easter, statutory bank holidays and PD Days – see calendar on [www.abbotsgreenacademy.co.uk](http://www.abbotsgreenacademy.co.uk) for specific dates.

Please indicate below the sessions you would like your child to attend.

<b>Sessions</b>	<b><u>2 Year Olds</u></b> When government funding is <b>not</b> being claimed	<b><u>3 and 4 Year Olds</u></b> When government funding is <b>not</b> being claimed
<b>Full Time</b> 5 full days per week (Includes all meals)	Please Tick	Please Tick
<b>Full Day</b> 7.45am – 6pm (Includes all meals)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri
<b>Morning Session</b> 7.45am – 12.15pm (Includes breakfast snack and a cooked lunch)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri
<b>Afternoon Session</b> 12.15pm – 6pm (Includes snack and a light tea)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri
<b>School Day</b> 8.30am – 3.15pm (includes snack and cooked lunch)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fr

<b>Sessions</b>	2 Year Old (when some or all government funding is being claimed)	3 and 4 Year Olds (when some or all government funding is being claimed)
<b>Childcare Full Day (7.45am - 6pm)</b> (Includes all snacks and meals)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri
<b>Childcare Morning (7.45am –12.15pm)</b> (Includes breakfast, morning snack and lunch)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri
<b>Childcare Afternoon (12.15pm – 6pm)</b> (Includes afternoon snack and tea)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri
<b>School Day (8.30am – 3.15pm)</b> (Includes morning and afternoon snack and lunch)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri

<b>Morning (8.30am – 11.30am)</b> (Includes morning snack)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri
<b>Afternoon (12.15pm – 3.15pm)</b> (Includes afternoon snack)	Mon Tu Wed Th Fri	Mon Tu Wed Th Fri

At Evergreen we are able to offer 2 types of weeks per year option, 38 weeks being term time only and all year round with the exception of one week at Christmas and Easter, statutory bank holidays and PD Days.

Please tick the box below for your preferred provision option:

38 Weeks (Term Time Only)
  All Year Round

As per our policy we only make changes to hours at the start of each new term, requiring a half terms notice to request for changes. Outside of this, changes may only be made at the discretion of the Head Teacher and/or Early Years Lead.

I confirm that I have read and accept the terms and conditions.

Signed.....

Dated.....