



Comeytrove Under Fives Preschool

Extra Hours Request Form

This form should only be used to request **temporary** extra hours. We aim to notify you in writing as soon as possible after submitting this form. **Please note:** payment for extra sessions is required in advance.

Child's Name			
Day and Date(s) Additional Hours Required			
Session(s) required - please circle			
EARLY	MORNING	LUNCH	AFTERNOON
Parent/Carer Signature		Date	

For Office Use Only

Authorised By	
Date	

We confirm that we are able to offer you the following additional session(s) on	
EARLY/MORNING/LUNCH/AFTERNOON	
Signed:	Date:
Payment Amount	£
Payment Received	



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