

***Ffurflen Newid Contract*/Contract Amendment Form**

* *Caniatewch un mis o rybudd i newid nifer y sesiynau sydd eu hangen arnoch. Fel hyn, gallwn sicrhau bod yr ystafelloedd yn cael ein staffio'n gywir a bod gan ein staff gyda sicrwydd swydd.*
* *Rhowch gymaint o rybudd â phosibl i ni i newid diwrnodau. Byddwn bob amser yn ceisio darparu ar gyfer eich ceisiadau, y mwyaf o rybudd sydd gennym yr hawsaf yw hyn. Nid ydym yn hoffi dweud na.*
* Please allow one month’s notice to change the number of sessions that you require. This way we can ensure.

that we are staffed correctly and that our staff have some job security.

* Please give us as much notice as possible to alter days. We will always try to accommodate your requests, the more notice we have the easier this is. We don’t like to say no.

Name of Parent…………………………………………………………….

Name of child……………………………………………………………….

Changes of contract from (Date)

Please note all days that are required. Note finish time under each day required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Weds | Thurs | Fri |
| Finish times |  |  |  |  |  |

Parent signature:-

Mother/Guardian 1 - Father/Guardian 2 -

**Office use only**

Room Supervisor informed Y N

Cook informed Y N

Added to Invoice list Y N

Added to waiting list/playroom rotas Y N

Senior staff signature……………………………………………………

Position………………………………………………………………………..