



**Wesley Pre-School Benfleet**

Rear of Hall Farm Rd, Benfleet, Essex, SS7 5WS,

e-mail:- [wesleypreschoolbenfleet@btconnect.com](mailto:wesleypreschoolbenfleet@btconnect.com) Tel:- 07592 841634 / 01268 750129

**Change to hours booked (please refer to Terms & Condition 2.8)**

You are required to provide us with at least one month's notice of reducing the hours booked for your child. **You are responsible for the full fees for your child for one month from the date of notice.** Please refer to our terms and conditions for full details.

An invoice will be issued reflecting any fees chargeable for the notice period - together with any previously invoiced amounts which may remain outstanding.

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I confirm that my child \_\_\_\_\_ will be reducing from \_\_\_\_\_ hrs per week booked

I confirm that from (date) \_\_\_\_\_ I would like to book \_\_\_\_\_ hrs per week for my child.

Name of parent/guardian \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
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