|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We do not require any administration fee for change of bookings.  Please complete the information below and email the form to [**info@playp.org.uk**](mailto:info@playp.org.uk)  If you have two or more children, please fill out one form per child. If you are paying by instalments the amount(s) may need to be adjusted and we will advise you if there are any changes. | | | | |
|  | | | | |
| **YOUR DETAILS** | | | | |
| Please complete yours and your child details. | | | | |
| **First Name** | | Click or tap here to enter text. | | |
| **Last Name** | | Click or tap here to enter text. | | |
| **Email** | | Click or tap here to enter text. | | |
| **Phone Number** | | Click or tap here to enter text. | | |
| **Child’s Name** | | Click or tap here to enter text. | | |
| **Site Attended** | | Select Site from Dropdown Menu: | | |
| **Please indicate the days your child currently attends:** | | | | |
|  | Monday | | | |
|  | Tuesday | | | |
|  | Wednesday | | | |
|  | Thursday | | | |
|  | Friday | | | |
|  | | | | |
| **CHANGES WANTED** | | | | |
| **Please select the type of change you want** | | | | |
|  | Add day(s) | | | |
|  | Cancel day(s) - partial cancellation | | | |
|  | Swap day(s) - (for example changing Monday to Tuesday throughout the term) | | | |
| **Please select the service you want to change** | | | | |
|  | Breakfast Club | | | |
|  | After School Club | | | |
|  | Holiday Playscheme | | | |
|  | | | | |
| **ADDING DAYS** | | | | |
| Please complete this section only if you are adding days to your booking. | | | | |
| **Please tell us what days you want to add:** | | | | |
|  | Monday | | | |
|  | Tuesday | | | |
|  | Wednesday | | | |
|  | Thursday | | | |
|  | Friday | | | |
|  | | | | |
| **CANCELLING DAYS** | | | | |
| Please complete this section only if you are partially cancelling your booking. If you wish to completely cancel your booking, please complete a cancellation form. | | | | |
| **Please tell us what days you want to cancel:** | | | | |
|  | Monday | | | |
|  | Tuesday | | | |
|  | Wednesday | | | |
|  | Thursday | | | |
|  | Friday | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
| **SWAPPING DAYS** | | | | |
| Please complete this section only if you want to swap days. | | | | |
| **What day do you want to swap from:** | | | | Click or tap here to enter text. |
| **What day do you want to swap to:** | | | | Click or tap here to enter text. |
| **First date that you would like the change to start:** | | | | Click or tap to enter a date. |
|  | | | |  |
| **REFUND** | | | | |
| If a refund is due, we can process this to you through a direct bank transfer or leave the funds as credit on your account. Please indicate your preference below.  If you choose a refund by direct bank transfer, please also provide your bank details. | | | | |
| **Refund Method:** | | | | |
|  | Credit on account | | | |
|  | Direct bank transfer | | | |
| **Account Holder Name** | | | Click or tap here to enter text. | |
| **Sort code (6 digits)** | | | Click or tap here to enter text. | |
| **Account Number (8 digits)** | | | Click or tap here to enter text. | |
|  | | |  | |
| **Please email the completed form to** [**info@playp.org.uk**](mailto:info@playp.org.uk) | | | | |