



Notice for the Centre

SWAPPING THD SESSIONS

Dear Office Staff,

My Child, from room

Would like to swap our current THD Session from to

This will take effect from **week beginning**, therefore my child will be attending on the following session time to

I understand that this will be a permanent swap and is now part of my CWA and will remain so until I advise otherwise with appropriate forms and required two weeks' notice.

.....
Signature

.....
Date

.....
Print Name

Office Use Only

Date Entered:

Initial: