

FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS NOTIFICATION OF CHANGE IN PROVIDER DETAILS

This form is for updating details of Manager, Owner, Phone Number, Email Address, Hours of Opening, and Conditions of Registration.

PLEASE NOTE: BANK DETAILS should be amended on Change of Bank Details form.

PART ONE DETAILS OF SETTING	
Name of Setting:	
Ofsted URN:	
Address of Setting:	
Name of Manager:	
Name of Owner:	
Setting Tel No:	
Setting E-Mail Address:	
Hours of Opening:	
EYE Delivery Hours:	
Mailing Address: (if different from above)	
Name of contact at mailing address: (if applicable)	

PART TWO CHANGE OF DETAILS <i>(please state any changes in the relevant boxes below)</i>	
Name of Setting:	
Ofsted URN:	
Address of Setting:	

Setting Tel No:	
Setting E-Mail Address:	
Hours of Opening:	
EYE Delivery Hours:	
Mailing Address: <i>(if different from above)</i> Include Name of contact at mailing address:	
Name of contact at mailing address: <i>(if applicable)</i>	
Changes to Conditions of Registration: <i>(Please state previous conditions and new conditions)</i>	<i>e.g.</i> - Number of registered places - Age range - Alterations to premises - Any significant event or issue which will affect the opening of the provision

Has OfSTED been notified of changes?	Yes	No
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Signature of person completing this form:	
Date:	

PLEASE RETURN THIS FORM TO:

Birth to Five Service
Myle Cross Centre
Macaulay Drive
St Giles
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LN2 4EL
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