

Early Learning and Childcare Shetland



How do I change my child's set weekly pattern at nursery?

1

Email elc@shetland.gov.uk to request a change of pattern.

Please include:

- Your child's full name
- The name of your child's nursery
- Your child's current nursery hours
- The hours you like to change to
- The preferred start date of the change

2

Your request will be reviewed and if there is capacity in the nursery, the ELC central team will email you to confirm the change of pattern within 5 working days.

3

If more information is required or if your request is unable to be accommodated, a member of the ELC central team will contact you.

4

Your child's nursery will be informed of any changes.



Please note that changes to patterns cannot be accommodated on an ad hoc basis.