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11th September 2019

**Dear Parents and Guardians,**

All changes to nursery routines are now done centrally. If you would like to change your child’s pattern, please email [elc@shetland.gov.uk](mailto:elc@shetland.gov.uk) directly and the central team will process your request. It is not guaranteed that all changes will be accommodated; it will depend on capacity within the setting.

If you have any queries about this, please contact the ELC team using the email address above.

You can find advice and guidance by using the link below.

<https://www.shetland.gov.uk/education/documents/EarlyLearningandChildcareShetlandFINAL.pdf>

Yours sincerely



Andrea Henderson