

Torrens Valley Children's Centre



NOTIFICATION OF CHANGES

Child name(s): _____

Family name: _____

Signature: _____ Date: / /

Holiday Leave

I/we hereby give notice that the above child/ren will be away from the centre for the period

First day of leave: / /

Date of return: / /

and understand that during this period I/we may be charged a fee in accordance with policy.

Should you wish to retain your regular booking while your child is on holidays or away for any other reason, a reduction of 50% of the regular fee will be charged provided that two weeks' notice is given (this form). This allows you to retain your permanent booking and allows us to adjust staff rosters and booking requests from other parents. The retainer fee helps the service to remain financially viable.

Request to change permanent bookings

Please specify your needs in the box below (e.g. extra full day on Wednesdays, cancel Monday)

Cancelation of all bookings

I/ we request that the Child Care booking for the above child/ren be cancelled. The last day of care at the service will be / /

I/we understand that 2 weeks' notice must be given or payment will be required in lieu of notice.