



## Childcare & Early Learning Centre

### Child Planned Absence Notification

For any **planned** child absences such as holidays in which two weeks' written notice is given to the child care centre administration, fees will be charged at a reduced rate of 50% for a maximum of 5 days absences per year.

Date of Request: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Session Attending: \_\_\_\_\_

Absence Dates: \_\_\_\_\_ to \_\_\_\_\_