



**Childcare & Early Learning Centre**

## Holiday Notification Form

Please complete this form and leave in the fees box at least 2 (two) weeks prior to the commencement of holidays.

Today's Date: \_\_\_\_\_

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

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

Room Attending: \_\_\_\_\_

Holiday Dates: \_\_\_\_\_ to \_\_\_\_\_

Our Centre Absences and Leave Policy states that each child is entitled to 2 (two) weeks pro rata at the holiday rate each year, for the number of permanent booked days that they attend. If all your allowed days have been used, you will then be charged an absent fee. Centrelink entitles each child to 42 absent days each year including holidays. Once your 42 days have been used, you will pay full fee for absent days, sick days and holidays.

