

HOLIDAY AND CANCELLATION FORM



The information provided below will be used to process your request.

Please return completed form to:

Nazareth Early Childhood Centre
2 Almond Avenue,
FINDON SA 5023

Phone (08) 8406 5080
Email ecc@nazareth.org.au

| Child's Details | |
|--|---------------|
| Family Name | Given name(s) |
| Room (please tick) <input type="checkbox"/> MacKillop <input type="checkbox"/> McAuley <input type="checkbox"/> Catherine <input type="checkbox"/> Dominic <input type="checkbox"/> Romero | |

ABSENCE / HOLIDAY

| | |
|--|---|
| My child will be absent on the following date(s) (please list individual dates) | |
| | |
| Being a total of | days absent, and returning on (please state date returning) / / |
| A fee reduction may be given if 14 days' notice is provided for a maximum of 10 days per calendar year. Please discuss this with our Reception staff if you have any questions. | |

CANCELLATION

| | |
|---|---|
| At least 28 days' notice must be provided if you are cancelling your child's booking. | |
| Current Days Attending (please tick) | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday |
| Days Cancelling (please tick) | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday |
| The last day of attendance will be | / / |
| <input type="checkbox"/> I authorise my Debitsuccess direct debit to be cancelled immediately or when my account is paid in full (please tick if applicable) | |

| Signature | |
|-----------------------------------|----------------|
| Name of Enrolling Parent/Guardian | Contact Number |
| Signature | Date / / |

OFFICE USE ONLY

| | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Changed on Xplor | <input type="checkbox"/> Room emailed | <input type="checkbox"/> Entered in Excel |
| Total number of holidays used so far: | | |