

Notice of leave / holiday form

Centre	<input type="radio"/> Early Childhood Learning Centre
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Child

Child's official given name / Te Ingoa o tō Tamaiti:		Official surname:
Child's official other names:	Date of birth/Te rā whānau:	<input type="radio"/> Female/Kotiro <input type="radio"/> Male/Tane

Parents/Guardian(s)/Ngā matua

Name:
Phone (home):
Email:

Current booking

	Monday	Tuesday	Wednesday	Thursday	Friday
Time start					
Time finish					

Holiday notification

Start day and date:
Return day and date:
Total number days away:

Important Information

- We require **4 week's** notice of Holiday Leave.
- Full fees are payable for absence up to 3 months and half fees for 3 to 6 months absence (an exception is made for UC students. Please see below.)
- UC Students on **term break** are required to give 4 week's notice if their child will be away during the period. 50% fees are charged during the absence. Full fees will be charged after a continuous absence of over 3 weeks.

Tuhituhi tō Ingoa (Parent/Gaurdian) signature:	Head Teacher/Senior Teacher signature:	Date:
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