



Millville Childcare Centre

# Holiday Leave Notification

If you are going on extended leave, you are required to give us four weeks notice.

A holding fee will be charged to reserve your place at our centre during this leave period. Holding fees are only applicable for four (4) weeks of the year. Full fees will be charged for all other absences.

Child's name: ..... Room .....

**First Date of Leave** ..... / ..... / ..... **Date Returning:** ..... / ..... / .....

Parents Name ..... Signed .....

Date Leave Form Submitted ..... / ..... / ..... Is this 4 weeks notice? Yes  No

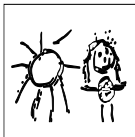
Does your Direct Debit need to be changed over this period? Yes  No

### Office Use

Current Rate ..... Holiday Rate : Sessional  Daily

Hubworks Schedule Changed  Date ..... / ..... / .....

Direct Debit changed  Entered & Filed  Initial .....



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