

# Change of Attendance Form

Child/ren's name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Child/ren's name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Child/ren's name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

School Child attends: \_\_\_\_\_

Name of Childcare Centre: \_\_\_\_\_

Days which my child currently attends: (please circle)

<b>Before School Care</b>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>After School Care</b>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Childcare</b>	Monday	Tuesday	Wednesday	Thursday	Friday

I understand that I am required to give two weeks written notice of change in attendance.

I understand that my request to increase days may not be possible straight away due to attendance numbers.

I understand that my child will be put on a waiting list for the below days if not immediately available.

New days of attendance: (please circle)

<b>Before School Care</b>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>After School Care</b>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Childcare</b>	Monday	Tuesday	Wednesday	Thursday	Friday

Date of change to start if greater than the two week period: \_\_\_\_\_

Further comments/ requests: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Guardian name: \_\_\_\_\_

Parent signature: \_\_\_\_\_