



Kids' Domain Early Learning Centre

NOTIFICATION OF LEAVE FOR CHILD ATTENDING KIDS DOMAIN

(Please complete one form for each child)

Child's Name _____

Regular Booked Days _____

Pounamu Kereru Matauranga Tumanako

This is to inform you that my child will be absent from the centre for the following period. I understand that:

- I will pay full fees for the first week of absence
- Provided I give the centre at least 14 days' notice in writing, a 33% holding fee will be applied for the second and subsequent weeks
- If sufficient written notice is not given full fees are charged for the entire period
- For extended leave over three months please contact the administrator

Last Day attending _____

Duration of Absence _____ To _____

First Day Back _____

Parent's Name _____

Signature _____ Dated _____