



Notice for the Centre

INCREASING DAYS

Dear Office Staff,

My Child, from room

Would like to pick up the following day/s of care.

This will take effect from **week beginning**, therefore my child will
be attending on the following days

I understand that this will be a permanent booking and is now part of my CWA and will remain so until I advise
otherwise with appropriate forms and required two weeks notice.

.....
Signature

.....
Date

.....
Print Name

Office Use Only

Date Entered:

Initial :