



## COMMUNITY OF LEARNERS – CHANGE OF BOOKING NOTIFICATION

ONE FORM PER CHILD

FAMILY NAME: \_\_\_\_\_ CHILD'S NAME: \_\_\_\_\_

### COL – CONTINUOUS BOOKING (PLEASE TICK)

WEEK COMMENCING \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate week (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### COL - SPECIFIC DATES ONLY BOOKING

	Monday	Tuesday	Wednesday	Thursday	Friday
Week	/ /	/ /	/ /	/ /	/ /

I understand that:

- Written notification is required at least two weeks in advance.
- If a position is not available for my child on one of my chosen days, he/she will be placed on a waiting list for that day.
- The change will be confirmed in the sign-in-book located in COL.
- My child may not attend on these changed days until I see the change in the sign-in-book.

### COL – HOLIDAY NOTIFICATION

Will be on holidays from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ inclusive.

I understand that:

- Written notice of holidays is required at least 2 (two) weeks in advance. Regular fees will apply if notice is late or not given
- Holidays may only be taken in a 1 (one) week block or more.
- I will be paying 75% of my regular fees for a maximum of three weeks (per year) and 100% thereafter, in order to keep my child/children's place at the Community of Learners.

### COL – TERMINATION NOTIFICATION

Will no longer be requiring care after this date. His/Her last date will be \_\_\_\_/\_\_\_\_/\_\_\_\_ inclusive.

Reason for leaving (Optional):

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I understand that:

- Written notification is required at least two weeks in advance.
- If less than 2 (two) weeks' notice is given to Holy Spirit School – Community of Learners, full fees will apply until the two weeks is made up.

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:	Date Received:		Date Entered:	
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