

## 14 DAY NOTICE FORM

<b>Parent Name</b>	
<b>Child Name</b>	
<b>Educator Name</b>	
<p>I hereby give written notice according to the Service Fees and Charges Policy in relation to my child either:</p> <p><b>Finishing in Care – COMPLETE SECTION A</b></p> <p><b>Decreasing Days of Care – COMPLETE SECTION B</b></p>	

SECTION A – Finishing in Care			
<b>Final Day of Care Required</b>			
<b>Reason for Finishing in Care</b>			
<ul style="list-style-type: none"> <li>✓ I understand families must give fourteen days' notice when finishing in care.</li> <li>✓ I understand if my child does not attend on their last day of care, I will have to pay <b>full fee</b>. This includes any consecutive absence days leading up to the child's last day. This is a Child Care Subsidy regulation, not a service regulation.</li> <li>✓ I understand families must pay all owing child care fees to educator before they are able to start care with another educator registered with this service.</li> </ul>			
<b>Parent Signature:</b>		<b>Date:</b>	
<b>Educator Signature:</b>		<b>Date:</b>	

<b>OFFICE USE ONLY</b>	<b>Date Enrolment Ended:</b>	
------------------------	------------------------------	--

SECTION B – Decreasing Days or Hours of Care			
<b>Days of care no longer needed</b>			
<b>Commencement date of new Complying Written Arrangement</b>			
<ul style="list-style-type: none"> <li>✓ I understand families must give fourteen days' notice to alter a Complying Written Arrangement.</li> </ul> <p><b>Educators</b> – Please ensure an updated Complying Written Arrangement is completed.</p>			
<b>Parent Signature:</b>		<b>Date:</b>	
<b>Educator Signature:</b>		<b>Date:</b>	