



NOTIFICATION OF CHANGES TO ATTENDANCE

POLICY STATEMENT

Change of Days

Families who wish to reduce or change the number of days their child is enrolled for will be required to provide at least four (4) weeks' prior notice in writing.

The notice period starts from the date Orchard Early Learning Centre notified.

Withdrawal of Care

Parents must provide the following written notice to terminate their child/rens position:

1 February to 31 October	4 weeks notice required
1 November to 31 January	8 weeks notice required

Enrolment Terms

Orchard ELC does not accept one day enrolments.

Parents who enrol for a two-day placement must include either a Monday or Friday to their booking.

*Please see Orchard Early Learning Centre Fee Policy or Enrolments Policy for further information.

This notification is to

- ☐ Change attendance pattern
- ☐ End Care

CHILD DETAILS

Family Name			
Child's Name		Child's Date Of Birth	

Current Booked Attendance

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

New Booked Attendance

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY



Changes of enrolment occur from (date):

Reason for changes to attendance:

Parent/Guardian Name		Date	
Parent/Guardian Signature			
Director Name		Date	
Director Signature			