

HOLIDAY REQUEST FORM

Children become eligible for up to 10 holiday days after completing 6 months of enrolment. These 10 eligible holiday days are charged at the half-price holiday rate. A minimum of 2 weeks' written notice is required for holiday requests. Holiday requests are subject to the service's holiday policy and the child's enrolment arrangements.

1. CHILD AND FAMILY DETAILS

Child's full name	
Date of birth	
Room / group	
Parent / guardian name	
Contact number	

2. HOLIDAY DETAILS

Requested holiday start date	
Requested holiday return date	
Total holiday days requested	

3. HOLIDAY ELIGIBILITY AND NOTICE

6 months of enrolment completed	☐ Yes ☐ No
10-day holiday entitlement available	☐ Yes ☐ No
Minimum 2 weeks' written notice provided	☐ Yes ☐ No

4. IMPORTANT INFORMATION

Holiday requests must be submitted in writing at least 2 weeks before the requested holiday period. Approval of holiday leave is subject to the child's eligibility and the service's holiday policy.

5. PARENT / GUARDIAN ACKNOWLEDGEMENT

I confirm that the information provided is correct and understand the service's holiday eligibility and notice requirements. I understand that holiday requests are subject to the service's policy and that fees and CCS may be affected by absences.

Parent / guardian name	
Signature	
Date submitted	

6. OFFICE USE

Request received by	
Date received	
Approved / not approved	
Holiday days approved	
Comments / notes	
Holiday entitlement checked	☐ Eligible ☐ Not eligible 10 days at half-price rate