



Notice for the Centre

DROPPING DAYS

Dear Office Staff,

My Child, from room
no longer requires the following day/s of care.

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

I hereby give the required minimum two weeks' notice to cancel these days and agree to ensure that my
account is kept up to date.

I understand that this will be a permanent change 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: