

BAYSIDE FAMILY DAY CARE



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CHRISTMAS/NEW YEAR & SCHOOL HOLIDAY INFORMATION

Dear Parents,

The Bayside Family Day Care Service would appreciate as much notice as possible when you are taking holidays. This allows both Carers and Staff the time needed to arrange care for families whose children need extended care over the holiday period.

To help us plan for the Christmas/New Year Holiday period, please enter the information below and return this form to us as soon as possible. (Your Carer can submit this form with her Timesheets).

Thank you
The Coordination Team

FAMILY NAME.....

CHILD'S NAME.....AGE.....

CHILD'S NAME.....AGE.....

CHILD'S NAME.....AGE.....

CHILD'S NAME.....AGE.....

Will your child(ren) be in care during the Christmas holiday period?

Please check YES or NO

FROM.....**TO**.....

If your child (ren) are in care during the holiday break, will your Carer be away during this period?

Please check YES or NO

Carer's Name.....**FROM**.....**TO**.....

Do you require alternative care?

Please check **YES** or **NO**

From.....To.....

What hours/days are required?

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
FROM							
TO							

Will there will be any changes to your children's care in 2004?

Please check **YES** or **NO**

What hours/days are required?

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
FROM							
TO							

BOOKING CARE & PAYING FEES DURING SCHOOL HOLIDAYS

Please remember that families have to book care through the Bayside Family Day Care Office when they want to use School Holiday Care, or give one week notice to the Carer if they do not require School Holiday Care.

Families of school children who are absent during school holiday periods will pay fees on the shorter hours ordinarily used during school semester.

If you have booked care during school holidays and the booked hours are not used, the fee must be paid on the un-used hours for up to one week, because families must give one week of notice to cancel care.

PLEASE NOTE

IF YOU DO NOT PAY THE FEE FOR YOUR CHILD WHEN THEY ARE ABSENT, A SPACE WILL NOT BE HELD WITH YOUR CARER & THE SERVICE MAY NOT BE ABLE TO PLACE YOUR CHILD AFTER THE HOLIDAYS.

PARENT SIGNATURE _____ DATE _____