

Notice of Leaving or Reduction/Increase of Days

Please note that 2 full weeks notice (after the current week we are in) must be given

CHILDS NAME

NOTICE OF LEAVING BLUE GUM

My child will be leaving Blue Gum and their last day of attendance will be.....
.....

OR

NOTICE OF REDUCTION OF DAYS OF ATTENDANCE

My child will be reducing their days of attendance at Blue Gum.

Current Days of Attendance (please circle) MON TUE WED THUR FRI

New Days of Attendance (please circle) MON TUE WED THUR FRI

New days of attendance will take effect from.....

OR

REQUEST TO INCREASE/CHANGE DAYS OF ATTENDANCE

I would like to increase/change my child's days of attendance at Blue Gum.

Current Days of Attendance (please circle) MON TUE WED THUR FRI

Requested New Days of Attendance (please circle) MON TUE WED THUR FRI

Requested days to take effect from

Reason for requested increase or change.....

I understand that new days may not be available from the date requested, and would like my application to be held on file until the requested days become available.

PARENT SIGNATURE.....

DATE REQUEST SUBMITTED.....