



Lightning Reef

EARLY LEARNING CENTRE

REQUEST FOR LEAVE FORM

There may be occasions when your child will be absent for an extended period of time but you still want to retain your permanent booking. eg family holiday, significant illness etc. In this instance you are required to submit a *Request for Leave* form.

This form must be submitted at least two weeks prior to the absence and, if approved, bookings will be charged at leave fee rates. This arrangement is only available for periods of absence of one week or more and families are entitled to 4 weeks extended leave per calendar year.

Please submit this form to our Children's Services Administration Office in person to:

74-88 Holmes Road, Bendigo or via email bendigo.regional@ymca.org.au for consideration, and we will contact you regarding the outcome.

| | |
|-----------------------------|--|
| Parent/Guardian Name | |
| Child's Name | |
| Current Booking | |
| Date of Absence | |
| Reason | |
| Signed | |
| Date | |

Office Use Only

| | | | |
|--------------|--|-------|--|
| Approved by: | | Date: | |
|--------------|--|-------|--|