



Christmas and New Year Closing 2017/2018
Kids' Domain will be closed for the following period

Last Day Open: 5.00 pm Friday 22 December 2017
First Day Open: 6.30 am Monday 8 January 2018

Parents will not be charged fees for the period that Kids' Domain is closed. These days will be 25-29 December 2017 and 1-5 January 2018 and include public holidays.

Notification of Leave/Absence Form
(Please complete one form for each child)

Child's Name _____

Regular Booked Days _____

Pounamu Kereru Matauranga Tumanako

This is to inform you that my child will be absent from the centre for the following period. I understand that:

- I will pay full fees for the first week of absence
- Provided I give the centre at least 14 days' notice in writing, a 66% discount will be applied for the second and subsequent weeks
- If sufficient written notice is not given full fees are charged for the entire period
- For extended leave over three months please contact the Administrator

Last Day attending _____

Duration of Absence _____ To _____

First Day Back _____

Parent's Name _____

Signature _____ Dated _____