



**Christmas and New Year Closing 2019/2020**  
**Kids' Domain will be closed for the following period**

**Last Day Open:** 5.00 pm Friday 20 December 2019  
**First Day Open:** 6.30 am Monday 6 January 2020

**Fees will not be charged for the period that Kids' Domain is closed.**

**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 33% holding fee 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 \_\_\_\_\_