



FAMILIES LEAVING THE CENTRE

(2 weeks notice required)

Dear Office Staff,

My Child, from room
no longer requires a position at Northgate Early Learning & Kindergarten.

His/Her last day of attendance will be and
Child Care fees will be charged up to and including this day.

The reason for cancelling care is

I understand that my child must attend this last day or I will forfeit my right to claim child care benefit for this
day and consequently full fees will be charged. (If attendance is not possible on the last day please see the
office to discuss various options.)

I hereby give the required minimum two weeks' notice to cancel my child's care and agree to ensure that my
account is brought up to date by the last day of booked care.

.....

Signature

.....

Date

.....

Print Name

OFFICE USE ONLY

Date Entered into Qikkids By Who

Has the final Account been paid? Yes/No

Is the Account in credit? Yes/No

If yes, has the credit amount been refunded? Yes/No

Date Actioned By Who