



NORTHGATE
GREENWITH
Early Learning & Kindergarten

Notice for the Centre

SWAPPING DAYS

Dear Office Staff,

My Child, from room

Would like to swap from the following day/s to

This will take effect from **week beginning**, therefore my child will
be attending on the following days.....

I understand that this will be a permanent swap and is now part of my CWA and will remain so until I
advise otherwise with appropriate forms and required two weeks' notice.

.....
Signature

.....
Date

.....
Print Name

Office Use Only

Entered Date:

Entered By: