



Reduction of Days Notice

Early Childhood Centre and Preschool

I _____ (guardian name), wish to give four weeks written notice to reduce my child _____'s (child's name) days of attendance at BRECC.

Current Days of Attendance: (Please Circle)

Mon Tue Wed Thu Fri

New Days of Attendance: (Please Circle)

Mon Tue Wed Thu Fri

This change is effective from: ____/____/____.

Reason for Reduction in Days of Attendance: (please circle)

FINANCIAL PERSONAL OTHER: _____

I understand that if I have failed to provide 4 weeks, (28 days) written notice of reduction of days that I will be charged the equivalent of 4 weeks fee's in lieu of the notice period.

Signature: _____

Date: ____/____/____

Name: _____

Directors Signature: _____

Date: ____/____/____



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