



NOTICE OF LAST DAY FOR CHILDREN STARTING KINDERGARTEN IN 2019

Dear Parent / Guardian,

Congratulations – your child is going to Kindergarten next year! It's sad to see them go, but exciting to see them progress to the next stage of their learning journey.

To help us plan for next year, we kindly request that you advise us of **when your child's last day with us will be.**

Please return this form to the office no later than Friday, 19th October 2018.

Failure to return this form by the specified date will incur a \$20 Late Submission Fee for each week it is late. Additionally, it will be presumed that your child's last day will be **Friday, 25th January 2019**, and your account will be charged up until this date.

Please note that the date you state below will be **final**, and no changes will be permitted as we will begin planning around your stated date immediately. **Any change to the date you specify below will incur a \$50 Administration Fee.**

Please complete the information below:

<p>_____ 's last day at Grow Early Learning Centre</p> <p>(Child's full name)</p> <p>will be _____, ____ / ____ / ____.</p> <p>(Day of the week) (Date)</p>
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Bond / Fees Refund Form

As my child will no longer be attending Grow Early Learning Centre, I would like to arrange for my child's bond/balance of fees to be deposited into my nominated bank account:

Child's Name: _____ Child's last day: ____ / ____ / ____

Name of Account Holder: _____

Name of Bank: _____

BSB: _____ Account No. _____

<p>Centre location:</p> <p><input type="checkbox"/> Blacktown</p> <p><input type="checkbox"/> Girraween</p>
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NB: Your refund will be transferred into your account after your childcare account is reconciled and finalised with Child Care Subsidy (CCS) from Centrelink, there are no missing sign in/out entries, and there are no outstanding fees on your child's account.

<p>OFFICE USE ONLY</p> <p>Checked: <input type="checkbox"/> Outstanding fees</p> <p><input type="checkbox"/> Sign in/out</p> <p><input type="checkbox"/> CCB/CCR reconciled</p> <p>By: _____ Date: ____ / ____ / ____</p>	<p>Refund Amount: \$ _____ . ____</p> <p><input type="checkbox"/> Bond: \$ _____ . ____ PLUS</p> <p><input type="checkbox"/> Credit: \$ _____ . ____ LESS</p> <p><input type="checkbox"/> Outstanding Fees: \$ _____ . ____</p>
<p>Amount Refunded: \$ _____ . ____</p> <p>Receipt No.: _____</p>	<p>Date of Transaction: ____ / ____ / ____</p> <p>Refunded by: _____</p> <p>Entered: <input type="checkbox"/> Fee record</p> <p><input type="checkbox"/> Hubworks</p> <p><input type="checkbox"/> D/act CC acc</p> <p>By: _____ Date: ____ / ____</p>