

Office Use Only:

Contract deleted in harmony / parent deleted

Exit Survey sent to Parent

Parent File archived from IDRIVE

Archive child enrolment on CCS

Staff Initial: _____ Date actioned ____/____/____



END OF CONTRACT

EDUCATOR DETAILS FDC

First Name:	Surname:
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PARENT/GUARDIAN DETAILS

First Name:	Surname:
Phone:	Email:

CHILD DETAILS (Include first and surnames)

Name:	Name:
Name:	Name:
Name:	Name:

Reason for End of Contract:	Date care ceased: ____ / ____ / ____
<input type="checkbox"/> No longer requires care at all with YMCA <input type="checkbox"/> Family moving to another town	<input type="checkbox"/> Educator closed service or taking leave <input type="checkbox"/> Changing Educator <input type="checkbox"/> Other reason _____

Child Care Subsidy will not be paid for absences once a child has ceased care. If the family has advised that their child/ren will leave the service on a particular day but that child/ren does not attend their last session/s of care the initial 42 day absences may not be claimed for these days. Full parent fee is payable. If a child is going to be absent for 8+ weeks Child Care Subsidy cannot be applied.

Educator Signature:	Date: ____ / ____ / ____
Parent Signature:	Date: ____ / ____ / ____