

Child Care Needs for the Upcoming Year

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DEAR PARENTS / GUARDIANS,

Do you need Care for the upcoming year?

(Please tick) **Yes** **No**

If **No**, give date of when the care will end? (For CSS to be paid, child must be in care on the last day of care)

If **Yes**, please complete the form below

Fill in separate form for children with contracted hours., Rosters and RDOs require written declaration from employer.

Educator's Name

Parent/Guardian's Surname

Child's Surname (if different)

Type of Care

Weekly Casual / On-Call Rostered Weekly/Fornightly School Holidays

Do you know the exact days / times of care needed?

Yes No (Jump to **Section A** in grey box below)

Child/rens Name/s

Days & Times Attended

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
Finish Time							
Start Time							
Finish Time							
Total Hours/ Shifts							

A Approximately at what date will the child's care need to start?

Please list below name of Child, Grade (if applicable) and name of Kindy or School they will be attending?

Child's Name	Grade	Name of Kindy / School

Are you taking holidays over Christmas / New Year period?

Yes (fill dates below) No

Holidays start from:

To: (inclusive)

Is your current Educator available to meet your care needs for the upcoming year?

Yes No

Parent/Guardian To Sign:

Sign Here

Educator To Sign:

Sign Here

Date:

Insert Date Here

PTO Feedback:

Your feedback is valued and we would appreciate you comments regarding your care and our service during the year.

Comment

We fully respect your privacy so if you wish to keep your reponse anonymous, feel free to leave the fiels below blank.

Parent/Guardian To Sign:

Sign Here

Educator To Sign:

Sign Here

Date:

Insert Date Here

*Thank you for completing this form. Please return to your Educator or the office via email: **FDAdmin@ich.org.au**. Otherwise, feel free to speak further with our Coordinator on **3372 1711**.*