

My Place Family Day Care

Exit Form

(Child Leaving Care)

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This form must be completed when parent/guardian is giving notice to leave care

This form needs to be filled out and forwarded to the office for the child to be removed from the Harmony system.

CHILD'S SURNAME: CHILD'S FIRST NAME:

Educator:

Last Day in Care: Was the child absent on their last day of care? YES NO

Is the child permanently leaving care? YES NO

Is the child transferring to another Educator? YES NO

Reason care is ending:

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Parent/Guardian Signature: Date:

Educator Signature: Date:

Office Use Only			
Exit from Educator list		Child	
Booking		CM	
Enrolment		Stats	
Parent			