



Request for Casual Day

Date

Child's name

Day/s requested

Parent / guardian sign

*Casual days will appear on the statement issued each 1/4.
MyGov may send a request to confirm casual days.*

.....
CHCCD office use ONLY

Dear
Thankyou for your request for a casual day/s.
We can advise: -

Yes, these day/s are available. We have booked them in for you.

At this point we can only offer We have booked these in and will advise should the further requested days become available.

Sorry, these day/s are not available at this point. We have noted your request in the diary and will advise if the status changes.

Signed Date

++ Availability status advised to parent / guardian (date) via email message / photocopy of the above (circle)
Update as required - availability change advised to parent / guardian (date) via email message / photocopy of the above (circle)

Families may request to use casual day/s of care.
Once confirmed by centre staff, families are liable for the payment of these casual days.

