



Notification to Families and Family Day Care service of Educator Changing Work Days/Hours

**Note: one form per Child**

This form is to be completed when an educator changes work days and hours on a permanent basis. For example, a educator who has been working five days per week 7.30am – 6pm changes her work days/hours to four days per week 9am – 3pm. Educators are to complete this form with families, giving them **minimum of two weeks** notice of the changes taking effect. The completed form is to be returned to the co-ordination unit **a minimum of two weeks prior to the changes taking place. (This form does not replace a contract; a new contract will also need to be completed).**

] Educator's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

**Existing Contracted Times of Care**

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time in							
Time out							
Time in							
Time out							

**New Contracted Times of Care effective from Date: \_\_\_/\_\_\_/\_\_\_**

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time in							
Time out							
Time in							
Time out							

**Parents to complete this section:**

I agree / do not agree (please circle) to the changes in the days and hours that care will be provided for my child.

Parent's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**OFFICE USE ONLY: Date received at co-ordination unit:** \_\_\_/\_\_\_/\_\_\_

**Follow up required (if any):** \_\_\_\_\_