



Nanabijou Child Care Centre
965 Oliver Road, Thunder Bay, ON, P7B 5E1

Phone: (807) 343 8369
Email: nanabijo@lakeheadu.ca
Website: www.nanabijou.net

APPLICATION REQUEST FOR EXTENDED LEAVE

If parents' employment has been terminated or studies have concluded, they may complete an **Application Request for Extended Leave** from the Centre.

Name of Child: _____ **Program enrolled in:** _____

Parent/Guardian: _____ **Phone #:** _____

Family Email: _____ **Time off requested:** _____

Last day: _____ **Return Date:** _____

- **Studies Concluded on** _____
- **Employment Terminated on** _____

Reason for Request: (please supply details of end of studies or termination of employment and dates)

The request will be submitted ideally **four weeks prior to the dates needed**. Failure to do so may result in fees being applied. Families granted an Extended Leave will be expected to pay a **non-refundable fee of \$50.00 per month per child** when they receive notice that their Leave has been granted. Families must receive written approval from the Executive Director before assuming they have the time off. Families must maintain communication with Nanabijou Childcare Centre, to reinstate their child care.

Please submit the following form to nanabijou.scheduling@lakeheadu.ca

Parent Signature: _____ **Date:** _____

Reviewed By: _____ **Date:** _____

Approved By: _____ **Date:** _____

Marcia Arpin Executive Director