



Holiday Closure Dates & Deadlines

Dear Families

This holiday season the Enhance In Home Child Care team will be taking time out to connect with loved ones and to reset for the new year ahead.

Our office will be closed from Monday 25th December 2023, reopening on Tuesday 2nd January 2024.

At this time, if not discussed already, we encourage families and Educators to discuss upcoming care requirements for the holiday period, for example dates and days of care required and when the Educator plans on taking time off..

Please find a checklist with deadlines for the holiday season below, including an overview for the period Monday 25 December 2023 to Tuesday 2 January 2024:

Task	Deadline
New enrolment for siblings (starting before 2 January 2024)	18 December 2023
Submit change in hours for December 2023 and January 2024, specifically for school holidays and Christmas period	As soon as dates are confirmed, no later than 20 December 2023
Submit Family Leave forms to your Educator, specifically for the school holidays and Christmas period	As soon as dates are confirmed and prior to going on leave
End of week signatures completed before going on leave	Prior to going on leave/holidays

Family Leave Form

Please ensure you submit your Family Leave forms directly to your Educator.

View the links below relating to your obligations when receiving CCS and travelling overseas:

- [CCS requirements and eligibility](#)
- [CCS claims, balancing and management](#)

- [Payments while outside Australia](#)

Thank you for being an important part of the Enhance In Home Child Care fabric and for the many wonderful learning journeys and memories made.

From our family to yours, we wish you a safe, kind, relaxing and happy holiday season ahead!

Kind regards

A handwritten signature in black ink that reads "Meegan Walsh". The signature is written in a cursive, flowing style.

Meegan Walsh
General Manager, Enhance