

Leave Application

This completed application form will allow your child to be on the waiting list while you are enrolled in a Child Care Services program and planning for a leave of absence of **12 months or more**.

All information must be completed, and this request returned to the office and approved by the Director. The date the form is returned to the office becomes your new application date. **As with any application there is no guarantee care will be available for your requested return date.** This process is only intended to allow parents to plan for their leave of absence and thereby increase the chances of having care available at the end of their leave.

Joel Kobyłka
Associate Director, Operations



UBC CHILD CARE SERVICES
A division of Housing & Conferences

Date: _____

Child's Name: _____

Child's Date of Birth: _____

Parent's Name: _____

Reason for Leave: _____

Date of Withdrawal
from current care: _____

(A withdrawal form must be completed to provide directions on the refund of your deposit)

Requested Enrollment Date: _____

Centre Preference: _____

University Status
upon your return: _____

Type of Care:
(FT/PT/Half day) _____

Contact Information: _____

Phone Number

E-mail (Make sure our email
"childcare@housing.ubc.ca" is on your
safe list.)

Parent's Signature: _____

Date: _____

Signature: _____

Child Care Office Authorization

Reminder:

It is your responsibility to ensure we have a means of reaching you during your absence. If you cannot be reached to answer questions or confirm childcare arrangements for your return, your application will become inactive. You can consider leaving an email address, phone number or local contact person who can make childcare decisions on your behalf.