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| **RESPONSIBLE PERSON LETTER OF ACCEPTANCE** |

**Education and Care Services National Regulations (150) states: Responsible person**

The staff record must include the name of the responsible person.

***This letter it to acknowledge the change of responsible person for Holistic Approach Family Day Care Scheme for the period of time stated.***

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| **Name of responsible person being replaced:** |
| **Name of person taking responsibility for the person above:** |
| **Dates that the responsible person applies:** |
| **State or states that the person is responsible for:** |
| **Responsible person’s signature:** |
| **Date:** |

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| **Approved by:** |  |
| **All relevant stakeholders notified:** |  |