



- Girraween Activity Centre
- Toongabbie West Activity Centre
- Beresford Road Activity Centre
- Greystanes Activity Centre

Cancellation of booking or Changes to Bookings

Child/ren's name/s.....

Tick this box if you no longer need a place at the centre.

My Child's last day at the centre will be...../...../..... (Must be 2 weeks from today's date)

- ✓ I understand that it was a condition of enrolment that I give 2 weeks notice to cancel care and that if my child/ren are not in care for the last 2 weeks they will be marked absent and charged at the full fee rate. (no CCB will apply)

I have read and understand the point above;

Parent Name..... Parent Signature..... Date...../...../.....

Please tick if you would like to change your current booking

Please circle below the Before and After School Care days required.

Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon

I would like these booking to Start on/...../.....

I understand that

- ✓ If a place is not available my child will be placed on a waiting list.
- ✓ If I would like to hold a place open, it is charged at the full fee rate.
- ✓ If my child leaves the centre and I have not given 2 weeks notice my last 2 weeks will be marked absent and charged at the full fee rate.
- ✓ the days I have requested are a permanent booking that I must pay for even if my child is absent.
- ✓ these booking are for before and after school care only, (Vacation Care booking are taken 4 weeks prior to each vacation care period)
- ✓ I must ensure my fees are paid by the due date to secure my place, if I fail to keep my fees up to date my child will lose their place at the service.
- ✓ I must give 2 weeks notice to change or cancel bookings.
- ✓ I must contact the service if my child will be absent on a booked day (\$5.00 non notification fee applies)
- ✓ There is a \$5.00 per minute late fee if my child is collected after 6.30pm

I have read and understand the points above;

Parent Name..... Parent Signature..... Date...../...../.....