



South Coogee OOSH

Change of Booking and Booking Cancellation Form

IMPORTANT:

As per policy, all changes of bookings or booking cancellations **require a two-week notice period**. You will be charged for these days, so your child is welcome to attend until the agreed date.

Addition of days is **subject to availability**. You will receive an email confirming or declining your request.

Child's Name: _____

Age group: Kindy ☐

(Please tick)

Junior (year 1 & 2) ☐

Senior (year 3-6) ☐

Please "tick" your child's **current** schedule:

| Day: | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|--------|---------|-----------|----------|--------|
| Before School Care (BSC): | | | | | |
| After School Care (ASC): | | | | | |

Please "tick" preferred **new** schedule:

| Day: | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|--------|---------|-----------|----------|--------|
| Before School Care (BSC): | | | | | |
| After School Care (ASC): | | | | | |

- Do you wish to cancel your permanent booking ? (Please tick) Yes ☐ No ☐

If "Yes", please provide reason for leaving: _____

- Date the change will begin: (including two weeks notice) _____

- Will your child attend South Coogee OOSH until the above-specified date ? Yes ☐ No ☐

If "no", your child will be marked as "absent" for the two-week remainder of their booking.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____