



South Coogee OOSH

Change of Booking Form

IMPORTANT:

As per policy, all changes of bookings **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: _____