



Change of Care Requirements

Two weeks notice is required to make changes to care requirements. Please fill in the details below and fax, email or drop this form back to the office.

Child's Name: _____

Changing Days (one off)

- My child currently attends (circle) M T W T F
- I wish to change my child's days to (circle) M T W T F
 - Starting _____/_____/_____
 - Resuming normal days _____/_____/_____

Changing Days (permanent)

- My child currently attends (circle) M T W T F
- I wish to change my child's days to (circle) M T W T F
 - Starting _____/_____/_____

Holidays

- I understand that I will need to pay for all absent days and am **GUARANTEED** that my child's place will be available when we return from holidays
- My child's last day of care will be _____/_____/_____
- My child's first day back from holidays will be _____/_____/_____

Cancellation and Re-enrol

- I understand that I will not be charged for absent days but there is **NO GUARANTEE** that I will be able to recommence care on the same days or at all when I return
- My child's last day of care will be _____/_____/_____
- I wish to re-enrol my child on _____/_____/_____
 - Attending (circle) M T W T F

Cancellation

- Withdrawing my child completely and not returning
- My child's last day of care will be _____/_____/_____

Parent Name: _____

Signature: _____

Date: _____

For Office Use Only

Date Received	
Date Entered into Hubworks!	
Entered by	