

# MESSAGE/ NOTIFICATION FORM

**ONE WEEK IN WRITING IS REQUIRED** for:

- ✓ **CANCELLATION OF PERMANENT BOOKINGS** - or a fee, equal to the fee for that session will be charged
- ✓ **HOLIDAYS** - half fees will be charged
- ✓ **BOOKING CHANGES**

**ABSENCES**

- ✓ **Allowable Absences:** If your child/ren is permanently booked in to the Centre but will not be attending you will be charged for all days booked. All families are entitled to **42 days allowable absence days** per financial year per child.
- ✓ **Additional absence days** Child Care Subsidy and Additional Child Care Subsidy can only be paid for any additional absences where they are taken for a reason defined in the Family Assistance Law
- ✓ **A child who has not received care or who has ceased receiving care**  
No Child Care Subsidy will be paid until the child physically attends a session of care.
- ✓ When you need casual booking in addition to your current permanent booking you will be charged casual fees and we do not swap days.

**CANCELLATION OF CASUAL BOOKINGS FOR:**

- ❖ **BEFORE CARE** - must be made by 5pm school day prior to the session starting
- ❖ **AFTER SCHOOL CARE** - by midday prior to the session starting

**CHILD'S NAME:** \_\_\_\_\_

- Holidays (pay half fees and keep your place)
- Booking changes/ Casual/Permanent booking (please circle)**

**Current booking to be closed on:** .....

**New booking to start from:** .....

		M	T	W	T	F
Week 1 start date:	BS					
	AS					
Week 2 start date:	BS					
	AS					

Please circle: ceasing care/absences/other (eg bank details change, authority to collect, change of contact details, complaints, general concerns)

Details:.....  
.....

I understand that conditions apply to certain types of notification.

- I have read the Parent handbook relating to these conditions.

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office use only:  Records updated       Relevant information passed onto staff