

# Changes to Care Arrangements

Two weeks' notice must be given for any changes or cancellation of your child's days and session times. Fees will be charged if sufficient notice is not given. This form must be given to your Centre Director prior to the child commencing new care arrangements.

Child's Full Name		Child's Date of Birth	
Notification Date		Start Date	

## REQUEST TO REDUCE, INCREASE OR CHANGE ATTENDANCE DAYS

Current Attendance Days				
Monday	Tuesday	Wednesday	Thursday	Friday
Preferred Attendance Days				
Monday	Tuesday	Wednesday	Thursday	Friday

## REQUEST TO CHANGE SESSION TIMES

Current Session Times					
Session Hours		Start Time		Finish Time	
Preferred Attendance Days					
Session Hours		Start Time		Finish Time	

## CANCELLATION OF CARE

Last day of care at the centre (must be at least 2 weeks from the date of notification)	
Reason for Cancellation of Care	

## DECLARATION

If the child does not attend during the notice period, Government Subsidy (CCS) payments will cease from the last day that the child physically attended and full fees will be required to be paid for any sessions booked but not attended. Government Subsidy (CCS) will not be paid for absences once a child has ceased attending care. If an account is not finalised and debt remains owing at the service, we will forward your personal details to our nominated debt collection agency to recover debt. An additional 25% will be added onto the balance to offset the fees and charges incurred in the collection process.

Parent/Guardian Full Name	
Parent/ Guardian Signature	Date

Date entered in QIKKids/HubHello/Kidsoft	
Nominated Supervisor Full Name & Signature	