

Conyngnam Street Community Children's Centre Inc.

34 Conyngnam Street
GLENSIDE SA 5065
08 8379 3292

NOTIFICATION OF CHANGES

The completion of this form helps us respond to your needs for changes to bookings, extra child care, holiday advice and so on.

ENROLLED CHILD/CHILDREN

Child's Name(s):

Family Name:

Room/Group:

Parent's Name:

Phone: (h) (w) (m)

Signature: Date:

HOLIDAY ADVICE

I hereby give notice that the above child/children will be away from the Service for the period from to (inclusive) and understand that during this period I/We may be charged a fee in accordance with Service policy.

OCCASIONAL / EMERGENCY CARE

I request occasional / emergency care for the above child/children on

Session: AM PM or times

REQUEST TO CHANGE PERMANENT BOOKING

Please specify your needs, e.g. "Extra full days any day", "Extra full days on Wed.", "Cancel Tue." etc.

From: for: weeks / or until: or Ongoing (tick)

ADVICE OF CANCELLING ALL BOOKINGS

I request that the Child Care Bookings for the above Child/Children be cancelled.
The last day of care at the Service will be

I understand that 2 weeks notice must be given or payment will be required in lieu of notice.

CHANGE OF DETAILS

Address: Phone: Collection: Other:

Details:

OFFICE USE ONLY

Input to Booking System: Sighted by Director: