



**REQUEST FOR CHANGE OR CANCELLATION OF BOOKING**

**Office Use Only:** (Current Booking must be ended and new booking created)  
 Name of Staff Member receiving form \_\_\_\_\_  
 Date Staff Member received form          /          /

Dear Parents,  
 This form is to be completed if you would like to change or cancel your permanent booking.  
 You can also inform us of any changes required by emailing our Admin Officer, they will then complete the form on your behalf and attach your request email as confirmation  
 One (1) weeks notice is required for all changes to your booking or cancellation, the 1 weeks notice will begin from the date we receive your request.

Please complete the details below and ensure you sign and date your request before emailing to [admin@kidsclubosh.com.au](mailto:admin@kidsclubosh.com.au) or giving it to the Centre Coordinator at the centre

**REQUEST**

Child's Name \_\_\_\_\_

Centre: (Please circle)      1. Bellevue Hill Kids Club                                      2. Cranbrook Kids Club

Please tick below your request.

- Please CANCEL my Booking
- Please Change my Booking-I would like the days below

	MON	TUES	WED	THURS	FRI
<b>BEFORE CARE (Permanent Booking)</b>					
<b>AFTER CARE (Permanent Booking)</b>					
<input type="radio"/> <b>CASUAL ONLY (Please tick)</b>					

Parent Name \_\_\_\_\_

Signature \_\_\_\_\_

Date effective from:          /          /