

CAMPBELLTOWN COMMUNITY CHILDREN'S CENTRE

163a Montacute Road, Newton SA 5074

T 08 8336 2100

F 08 8336 9256

email: adminccc@chariot.net.au

NOTIFICATION OF CHANGES

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

Please note that **TWO WEEK'S NOTICE** is required for cancellation of care.

ENROLLED CHILD/CHILDREN

Child name(s):

Family name:

Room:

Parent's name:

Contact Phone No:

1.

Home

2.

Home

Work

Work

Mobile

Mobile

Signature:

Date:

HOLIDAY ADVICE

I hereby give notice that the above child/ren will be away from the Centre for the period

/ / to / /

**Please note that normal fees will be charged.*

EXTRA CARE/EMERGENCY CARE

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

Session: AM

mes

REQUEST TO CHANGE PERMANENT BOOKING

Please specify your needs, e.g. "Extra full days /Extra afternoon/morning, Cancel Tuesdays, etc.

Starting: / / for

weeks, or until

/ /

Ongoing (tick)

ADVICE OF CANCELLING ALL BOOKINGS

I request that the childcare booking for the above child/children be cancelled. The last day of care at the centre will be / / . ** I understand that 2 weeks notice must be given or full payment without any childcare benefit will be required in lieu of notice.*

CHANGE OF DETAILS

Address

Phone

Collection

Other

Details:

Office Use only: On computerInitialsDate