



South Coogee Children's Services

1 Tucabia Street, South Coogee, NSW, 2034

Phone: 9344 8463 Email: sc-oosh-admin@sccs.nsw.edu.au

SOUTH COOGEE OOSH CARE 2019 BOOKING CHANGES AND CANCELATION FORM

Permanent bookings for Before and After School Care are for the 2019 school year. Any changes to your booking need to be given **in writing with two weeks' notice**. If you wish to change or cancel your booking, please complete this form. You will receive written confirmation regarding your update and/or cancellation.

Child's Name _____ Grade in 2019 _____

What is your current **2019** permanent booking?

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

What is your new booking request for the remainder of 2019?

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

New booking start date (two weeks' notice required)? _____

Do you wish to **cancel** your permanent booking? Yes / No _____

Please give a reason for leaving _____

Name of parent _____

Email address _____

Contact number _____ Date submitted _____

Do you wish to have your account removed from our database YES / NO?

Fees and Credit

Please ensure you have paid all outstanding fees by the last day your child attends OOSH. The initial application fee of \$100 per child (\$50 per child from a low-income family providing documentation) is non-refundable. We thank you for your contribution to our service. If you are leaving our service and have a credit in your account, please provide your bank details so we can refund you.

Account Name: _____

Account No: _____ **BSB:** _____

Signature: _____

Office Use Only

Update confirmed by OOSH Staff _____

Date _____

Fees paid YES / NO / NA

Removed from 'QIK KIDS' if required: YES / NO / NA