



CANCELLATION OF ENROLMENT FORM

Child/rens Name: _____ Date: _____

Room: _____

Date to take effect: _____ (min. 4 weeks notice)

A minimum of 4 full weeks' written notice must be provided when cancelling enrolments.

- IMPORTANT – In lieu of 4 weeks' written notice being given, 4 weeks fees (at a full fee rate) will be charged.
- Should a child finish at the centre on an 'absence' this day and any absences immediately preceding this will be charged at the full daily fee rate. (Centrelink will not pay CCS for these absent days).
- FOB access for the front door security must be returned.
- A child's sign in/out records must be completed on both the Kiosk (via iPad) and manual folder (especially ensuring all absences are signed for).
- Any outstanding child care fees must be paid in full by the MONDAY of the final week.

Signed Parent / Guardian: _____ Name: _____ Date: _____

Service Witness: _____ Name: _____ Date: _____

Updated on QIK KIDS by _____ (Date) _____