

CARINA HEIGHTS CHILD CARE AND DEVELOPMENT

CHANGE OF ENROLMENT FORM

Please list below any change of enrolment requests you have. As required the Nominated Supervisor will be in contact with you to clarify or discuss any information provided. We will endeavor to fulfil your request for additional or changes of days ASAP, **however please be aware**, requests may take an extended period of time to fulfil.

CHILD'S NAME: _____

Request for Additional Days.

I would like to go on a waiting list for the following day/s:

Request for Change of Days

I would like to go a wait list to swap days e.g. change my Tuesday to a Monday.

Please list your preferences:

Request to Reduce Days

I would like to drop _____ (day/ days).

This will be effective from _____ (date).

For any reduction in days of enrolment, a minimum of **4 full weeks'** written notice must be given. Should written notice not be received on the first day of enrolment in 'week one', the 4 weeks' notice will be deferred to commence from the first day of enrolment in the following week.

Cancellation of Enrolment

Please note:

- A minimum of 4 full weeks' written notice must be provided when cancelling enrolments. Further, written notice must be given on the child's first booked enrolment day of the week commencing the 4 week period. Should written notice be received later than the first day of enrolment, the 4 weeks' notice will be deferred to commence from the first day of enrolment in the following week to give the 4 full weeks.
- **IMPORTANT** – In lieu of 4 full 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. (The Department of Human Services will not pay CCB/CCR 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.

My child's last day of attendance is: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____