



## WEST END STATE SCHOOL PARENTS & CITIZENS' ASSOCIATION

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### Temporary Suspension of Booking Form

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

I am giving **2 weeks** written notice - I am giving a minimum of 2 weeks written notice – I would like to temporarily suspend my current permanent bookings (see details below). I understand that I cannot temporarily suspend only one day of my booking; this temporary suspension will include temporarily **every daily booking** in both my current before-school care, and after-school care booking schedule, until the return date **for a minimum of one week**.

**Current Permanent Bookings to Temporarily Suspend:**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School Care</b> 7:00am-9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>After School Care</b> 2:45pm-6:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Permanent Bookings to Resume After Temporary Suspension:**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School Care</b> 7:00am-9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>After School Care</b> 2:45pm-6:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason:  Holidays       School Camp       Other: \_\_\_\_\_

First day of Suspension (with notice period): \_\_\_/\_\_\_/\_\_\_

Return Date: \_\_\_/\_\_\_/\_\_\_

**Booking Suspension and CCS Information:**

Centrelink may cease a child's CCS Enrolment if they do not attend the service in over 13 weeks, this is an automatic process that the service has no control over. Once the child returns to care, the guardians may need contact Centrelink and reconfirm bookings on myGov. If your CCS has ceased, if a child is absent on the last days of their bookings, Centrelink will retroactively remove CCS on all bookings after their last physical attendance. These fees may take some time to appear on your account at which time the service will contact you to pay outstanding fees.

**Details of Person Authorising Changes:**

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Sign: \_\_\_\_\_ Date of Request: \_\_\_/\_\_\_/\_\_\_

**Admin Use Only:**

Date Received: \_\_\_/\_\_\_/\_\_\_ Authority checked / Booking Update Confirmed: \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_