



WEST END STATE SCHOOL PARENTS & CITIZENS' ASSOCIATION

24 Vulture Street, West End QLD 4101

Telephone: 3010 8282

Mobile: 0412 153 706

Email: wessoshc@wesspandc.org

ABN: 27 194 554494

New/Change/Cancellation of Booking Form

If you would like to **close your account entirely and apply for a bond refund**, please ask for a **Termination of Enrolment Form**.

This booking form is also a Compliant Written Arrangement, required by law for Centrelink. By agreeing to the below, your child care account with WESS OSHC will receive Government funding on your behalf through the Child Care Subsidy (CCS) depending on your eligibility. Permanent booking fees: Before School Care \$19.00 per child; After School Care \$25.00 per child. Casual booking fees: Before School Care \$23.00 per child; After School Care \$29.00 per child. A permanent booking must be recurring for 4 or more weeks.

Child's Name: _____ **Child's Date of Birth:** _____

Child's Home Address: _____

Please note that the above information is required as part of the Compliant Written Arrangement.

I am giving **1 weeks** written notice - I am *changing some of the days* on my existing booking. I understand that my account will still be charged for any existing bookings from the date that this form is submitted, until the change and/or cancellation date takes effect, which the Service will send a confirmation of via email.

I am giving **2 weeks** written notice - I am *cancelling all existing permanent booking* – please keep my account open for future use. I understand that my account will still be charged for any existing bookings from the date that this form is submitted, until the cancellation date takes effect, which the Service will send a confirmation of via email.

Booking Information:

Current Permanent Bookings:

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

New Permanent Booking (including any bookings you wish to keep):

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

Date Changes to take effect (with appropriate notice): _____

Other Information: _____

Booking Cancellation and CCS Information:

When cancelling all of your permanent bookings, 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. Centrelink will not apply CCS to any absences where I have made bookings to reserve a space for child(ren) who have not yet physically attended the service. These fees may take some time to appear on your account at which time the service will contact you to pay outstanding fees. Centrelink may also 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.

Details of Person Authorising Changes:

Name: _____ **Relationship to Child:** _____

Sign: _____ **Date of Request:** _____

Admin Use Only:

Date Received: ____/____/____ **Authority checked / Booking Update Confirmed:** ____/____/____