

# CANCELLATION OF BOOKING FORM



This form is used to cancel all permanent bookings in a session (Before School Care and/or After School Care). To change/cancel individual sessions please use the My Family Lounge Portal.

Please note **two** weeks' notice is required for a cancellation of permanent bookings to avoid paying fees.

If your child ceases attendance at the session prior to the end of the two weeks notification period, you will not be eligible for Childcare Benefit for these absences.

<b>Date of commencement of cancellation or changes to booking:</b>	
<b>Parent Full Name</b>	
<b>Child Full Name</b>	
<b>Date and Signature:</b>	

## Current Permanent Bookings (Please initial boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
After School					

<b>I WISH TO CANCEL ALL BOOKINGS FOR THE BEFORE SCHOOL CARE / AFTER SCHOOL CARE* SESSION</b>  *Delete as required	<b>EFFECTIVE DATE OF CANCELLATION</b>
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Office Use Only:

<b>Date received:</b>	<b>Date actioned in QikKids</b>	<b>Signature:</b>
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