



End of Enrolment

Thank you for informing us and providing us with the two weeks' notice of your end of enrolment with Currumbin Kids Club. It has been a pleasure and privilege to spend this time with both your child/ren and your family and we wish you nothing but the best in your journey from here.

In ending your enrolment with us, we would like to take this opportunity to ensure you are aware of specific procedures surrounding your Child Care Subsidy and attendance.

In accordance with Child Care Subsidy on your final day of enrolment with us you must attend, or provide a medical certificate if unable to attend, to receive Child Care Subsidy on this day. Please note: the Additional Absences can only be applied within the seven days after their last attendance. If you are absent for more than 7 days after your actual attendance the medical certificate will not cover this complete period and full fees will be applied.

If your child is marked as absent on this day (without a medical certificate) the Child Care Subsidy is removed back until your last physical date of attendance. This will result in you being charged full fees for these days and additional charges to your account. This is recalculated by Child Care Subsidy 10 – 12 weeks after your last day of attendance.

The Child Care Provider Handbook states that: *"If a family has confirmed their child's last day at a service, but that child does not attend their last booked session of care, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service"*

If you would like further information surrounding this please visit:

[Child Care Provider Handbook - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au/child-care-provider-handbook)

Thank you.