

Attention: Children's Services Manager and Administrator

CHANGE OF DAYS/SESSION APPLICATION

I, (Parent/Guardian's name) _____ wish to apply for the following changes to care for my child/ren (Name/s) _____

for the following service (please tick):-

- Before School Care After School Care Vacation Care

at the OOSH Centre located at (please tick):-

- Pole Depot Hall Peshurst West P.S. Hall Mortdale P.S. Hall Narwee P.S. Hall

who attends (please tick) :-

- Hurstville Grove PS Mortdale PS Peshurst PS Other _____
 Peshurst West PS Narwee PS St Declan's Vacation Care

Please CHANGE my child's attendance to BEFORE AND/OR AFTER SCHOOL CARE:

(Circle all the session/s and day/s your child/ren WILL BE ATTENDING FOLLOWING THE CHANGE TO CARE)

Before School Care: Mon. Tues. Wed. Thurs. Fri. Casual

After School Care: Mon. Tues. Wed. Thurs. Fri. Casual

Change to Start (Date): _____ and Day (e.g. Monday, etc): _____

Please CHANGE my child's attendance to VACATION CARE: (Detail the dates that your child/ren will be attending)

Change V C Dates to: _____

| | |
|-----------------------------|------|
| Parent/Guardian's Signature | Date |
|-----------------------------|------|

Note:

- o At least one full week's written notice for changes in Before and After School Care is required.
- o Following submission of Change of Days form, it will be checked by the Children's Services Assistant Manager, for availability. You will be informed if the change cannot take place as required
- o Sometimes days or sessions cannot be changed immediately due to the high demand for care. If this is the case your application for change of days may need to be placed on a wait list and you will be advised of this and when a position becomes available.

OFFICE USE ONLY

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|---|------|-----------|------|
| Form received by: | Name | Signature | Date |
| Data entered into Hubworks and Transport Book by: | Name | Signature | Date |
| If VC, Data entered into VC spreadsheet by: | Name | Signature | Date |