



**REQUEST TO CHANGE A PERMANENT BOOKING PATTERN**

**Please complete a separate form per child**

Date applied: ...../...../.....

Child name: .....

**Current booking pattern**

- Before School Care

Mon / Tues / Weds / Thurs / Fri (please circle)

- After School Care

Mon / Tues / Weds / Thurs / Fri (please circle)

**New booking pattern start date: ...../...../..... (pls circle all sessions you require care)**

- Before School Care

Mon / Tues / Weds / Thurs / Fri (please circle)

- After School Care

Mon / Tues / Weds / Thurs / Fri (please circle)

Flexibility comments:

\*This is a request only and is pending availability. GPAC will contact you to confirm the changes.

\*If you are cancelling a booking: we require 2 weeks notification in advance (3 weeks in term 1) that you intend to permanently cancel a day, several days or an entire booking pattern. If less than 3 weeks' notice is given, you will continue be charged for the day/s cancelled at full-fee. This means any Child Care Subsidy claimed will not apply for those 3 weeks. Your child must be in attendance during this period unless a medical certificate or other documentation can be presented.

Name: .....

Signature: .....

<u>Office Use Only</u>			
Date received:	Received by:	Date entered QK:	Entered by: