

Attention: Manager Children's Services' and Administrator

CHANGE OF DAYS/SESSION APPLICATION

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

who attend/s the following school (please tick):-

- | | | |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Hurstville Grove PS | <input type="checkbox"/> Mortdale PS | <input type="checkbox"/> Penshurst PS |
| <input type="checkbox"/> Penshurst West PS | <input type="checkbox"/> Narwee PS | <input type="checkbox"/> St Declans |

at our centre located at (please tick):-

- Pole Depot NHC Hall Penshurst West P.S. Hall Mortdale P.S. Hall Narwee P.S. Hall

for childcare service(s) (please tick):-

- Before School Care After School Care

Please **CHANGE** my child/ren's attendance to:

(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 (eg. Monday etc.) : _____

Parent/ Carer's Signature		Date	
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Note:

- o At least one full week's written notice for changes in care is required.
- o Following submission of Change of Days form, check with the Childcare Coordinator at your child/ren's centre to confirm receipt, availability and acceptance. You will be informed if the change cannot take place as required by the Manager Children's Services' or Child Care Coordinator.
- o Sometimes days or sessions can not 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. When a position becomes available you will be contacted.

OFFICE USE ONLY

Form processed by (signature)		Date	
Entered in Transport Book (please circle)	Yes / No		
Entered in Transport Book by (signature)		Date	
Data entered to system		Date	