

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) _____

who attend/s (please tick) :-

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

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

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Pole Depot Hall | <input type="checkbox"/> Peshurst West P.S. Hall | <input type="checkbox"/> Mortdale P.S. Hall | <input type="checkbox"/> Narwee P.S. Hall |
|--|--|---|---|

for the following service/s (please tick):-

- | | |
|---|--|
| <input type="checkbox"/> Before School Care | <input type="checkbox"/> 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 (e.g. Monday, etc): _____

Parent/Guardian'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, it will be checked by the Children Services Assistant Manager, for availability. You will be informed if the change cannot take place as required
- 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 received by:	Name	Signature	Date
Entered into Transport Book by:	Name	Signature	Date
Data entered into KidsWizz by:	Name	Signature	Date
Data entered into CS spreadsheet by:	Name	Signature	Date