

Cancellation of Sessions(s) Form

This form is used to cancel ALL permanent before and/or after care bookings in a session.

To change/cancel individual sessions please use the My Family lounge Portal.

Please note TWO weeks' notice is required for a cancellation of permanent bookings to avoid paying fees.

If your child ceases attendance at the session prior to the end of the two weeks notification period, you will not be eligible for Childcare Subsidy for these absences.

PARENT NAME	
CHILD NAME	
TODAYS DATE	

Current Permanent Bookings (Please initial boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday
BEFORE SCHOOL CARE					
AFTER SCHOOL CARE					

I WISH TO CANCEL ALL BOOKINGS FOR: *BEFORE SCHOOL CARE *AFTER SCHOOL CARE *Circle or delete as required	EFFECTIVE DATE OF CANCELLATION
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SIGNED:

DATE: