

Updated Details & Booking Amendments

This form is to be used to update details provided within the child's enrolment forms.
Please note: A minimum of 4 weeks' notice is required for any decreases in booked days. Increased bookings will be approved subject to availability at center. Please use 'End of Care form' if care is to be ended.

Date:					
Centre Name:					
Parent Name/s:					
Children Name/s:					
I would like to make an amendment to my child/ren's regular booking	YES		NO		
Booking to be amended to:	MON	TUES	WED	THURS	FRI
Date this is effective from:					
I would like to update details listed in my child's enrolment forms	YES		NO		
Please provide details:					

I understand & acknowledge the following:	<ul style="list-style-type: none"> I am required to provide 4 weeks written notice of my intention to decrease booked days Increased bookings are approved subject to availability in center I confirm the details provided are current and correct 		
Parent Name:			
Parent Signature			
Date:			
Date received by Management:		Name & Signature:	

Office Use Only:

Has details been updated in QIKKIDS	YES	NO
Have changes been communicated to required staff	YES	NO