

Request to Change Bookings



The YMCA OSHC Family Handbook states that no refunds or cancellation fees for absences will be applied.

However, if you wish to alter the days of your permanent booking, we are able to do this with the completion of this prior request, **at least 5 business day notice before the required change to bookings.**

This is to allow for any necessary modifications that may be needed to consumable orders and staff requirements. If you need to make a more immediate change to your booking days, you are able to begin a new permanent booking immediately and request for the cancellation of your current one, which will take place one week from the submission of this form.

Account Name		
Child/ren's Name/s		
Service Name (please select your service)	Before School Care	After School Care
	<input type="checkbox"/> Bacchus Marsh Grammar – Maddingley Campus BSC <input type="checkbox"/> Bacchus Marsh Grammar – Woodlea Campus BSC <input type="checkbox"/> Urquhart Park BSC	<input type="checkbox"/> Alfredton ASC <input type="checkbox"/> Bacchus Marsh Grammar – Maddingley Campus ASC <input type="checkbox"/> Bacchus Marsh Grammar – Woodlea Campus ASC <input type="checkbox"/> Lucas ASC <input type="checkbox"/> Our Lady Help of Christian ASC <input type="checkbox"/> Urquhart Park ASC
My Child/ren require transport:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please state your CURRENT bookings		
Weekly	Fortnightly	
	Week One	Week Two
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

Please state your NEW bookings		
I wish to use YMCA OSHC	<input type="checkbox"/> Permanently <i>(complete below)</i>	<input type="checkbox"/> Casually
PERMANENT BOOKINGS ONLY Please specify booking pattern:		
Weekly (Start Date _____)	Fortnightly	
	Week One (Start Date _____)	Week Two (Start Date _____)
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

Signed:

Date:

<i>Office use only</i>	Approved by:		Date:	
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