

NQS7 Governance and Leadership Form Variation of Enrolment (OHSC)

As per the C&K Fee Policy and Child Enrolment Procedure 2 weeks' written notice* is required to change or reduce/increase days of enrolment.

Fees will continue to be payable until such notice is received.

Variation of Enrolment (OSHC)

Please complete and return to your Centre to ensure variation of enrolment is processed.

Primary Parent/Guardian name						
Child(ren) name(s)						
Group/Program						
Current enrolled days <i>Before School Care- BSC</i> <i>After School Care- ASC</i> <i>Casual Vacation Care- CVC</i>		Monday ☐ BSC ☐ ASC ☐ CVC	Tuesday ☐ BSC ☐ ASC ☐ CVC	Wednesday ☐ BSC ☐ ASC ☐ CVC	Thursday ☐ BSC ☐ ASC ☐ CVC	Friday ☐ BSC ☐ ASC ☐ CVC
Requested variation to enrolled days.		Monday ☐ BSC ☐ ASC ☐ CVC	Tuesday ☐ BSC ☐ ASC ☐ CVC	Wednesday ☐ BSC ☐ ASC ☐ CVC	Thursday ☐ BSC ☐ ASC ☐ CVC	Friday ☐ BSC ☐ ASC ☐ CVC
Requested Date of Effect						
Parent/Guardian contact number						
Parent/Guardian signature					Date	

* Please refer to [C&K Website - Fee Policy](#) for details of the Terms and Conditions of your enrolment with C&K.

Office use only: **Must be completed immediately upon receiving**

Once completed, initial and date each task listed and upload in Kidsoft under 'Guardian > Documents'

Task	Initial	Date
1. Review and approve request		
2. Update bookings in Kidsoft. Ensure the booking is correct and under the appropriate primary guardian		
3. Uploaded the Variation of Enrolment form to the child's document tab in Kidsoft		
4. Provide family with a copy of the Customer Account Statement - that includes variation of bookings		
Processed by:	Name	Signature