



## CHANGE OF PERMANENT BOOKING

**\*\* Two weeks notice is required for any changes or cancellation to bookings \*\***

**All change of bookings must be confirmed by co-ordinator or second in charge**

Please return to reception or email – see above

Childs First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date: \_\_\_\_\_ Room: \_\_\_\_\_

### Application for Additional Permanent Day

I would like to add the following day/s to my bookings:

Monday       Tuesday       Wednesday       Thursday       Friday

From \_\_\_\_\_ (please include date)

### Application to Reduce Days

This is not to cancel all your permanent booked days (see Cancellation of Permanent Booking form)

I would like to cancel the following day/s from my bookings:

Monday       Tuesday       Wednesday       Thursday       Friday  
last day \_\_\_\_\_      last day \_\_\_\_\_      last day \_\_\_\_\_      last day \_\_\_\_\_      last day \_\_\_\_\_

Please note: a minimum of 2 weeks notice needs to be given

***I have read and understood the above conditions.***

**Parent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Office Use Only

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