



Oasis Community Children Centre Inc.  
Change of Details or Bookings Form

Family Name: \_\_\_\_\_

Child/ren's Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Change of Personal details:**

Please circle Address / Contact / Numbers /Collection &/or Emergency Contact / Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Holiday Advice:**

Minimum of Two weeks notice is required.

I hereby notify the centre that the above named child/ren will be on holidays.  
The last day at the centre will be \_\_\_\_\_ and will be  
returning on \_\_\_\_\_.

**Change of Permanent Bookings:**

Minimum of Two weeks notice is required to reduce days.

Current bookings are

Mon            Tue            Wed            Thurs            Fri

I wish to change to

Mon            Tue            Wed            Thurs            Fri

As of the \_\_\_\_\_

*Please be advised that additional bookings and changes are based on availability. Management will contact you to confirm the changes*

**Extra day bookings:**

I wish to book the following day/s

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_

Fri \_\_\_\_\_ record the dates on the days requires

**Cancellation of Position:**

Minimum of Two weeks notice is required.

I hereby give notice to cancel care for the above named child.

My child/ren's last day will be \_\_\_\_\_.

*Office use only*

Received by \_\_\_\_\_ Date \_\_\_\_\_

Processed by \_\_\_\_\_