



# PARENTS GUIDE TO OWNA



## How to Complete a Cessation of Care Form:

**If you wish to cancel all of your child's permanent bookings with the service, families are required to complete a 'Cessation of Care form via OWNA. Please follow the below steps to complete the form:**

- Click the '=' symbol at the top left corner
- Select the 'Cessation of Care' form
- Complete all required fields
- Here you can specify whether your child will remain on our system for casual bookings or whether you would like to cease the enrolment completely, and request for your bond to be returned to you.
- Sign and submit

Please note that we do require 2 weeks' notice for cancellations. If you have any questions, please contact us via email or phone call.



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