



# PARENTS GUIDE TO OWNA



## How to Complete a Change to Permanent Bookings Form:

**To a make any adjustments to your child/ren's permanent bookings, please complete a 'Change to permanent bookings request' form via the OWNA app.**

- Click the '=' symbol at the top left corner
- Select the 'Change to Permanent Bookings Request' form
- Complete all required fields
- Sign and submit

Please be aware that we require two week's notice to cancel any permanent bookings. This notice period begins once the form has been submitted. If you have any issues with this, please contact us via email or phone call.



0455 968 377



crssoshc@outlook.com