



# Notification of Cancellation of Permanent Bookings OR Cessation of Care

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

CCS Registered Parent Name: \_\_\_\_\_

On today's date \_\_\_\_ / \_\_\_\_ / \_\_\_\_, I wish to provide 2 weeks' notice to cancel my child's permanent bookings at *Coomera Rivers Outside School Hours Care*.

Please state the reason why you are terminating your child's enrolment to enable us to maintain quality care.

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As a courtesy, we have provided below a link to the Services Australia website, specifically 'If your child is absent from childcare'. This outlines the circumstances in which your CCS may be affected during your child's notice period with our service. <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care>. If you have any concerns in relation to this, please contact **Centrelink** directly in regard to your personal circumstances.

## Please tick one of the below options:

- OPTION 1:** I may use the service again on a casual basis or during Vacation Care. Please retain my bond and any credit on my account.

*Please be aware that your child's Centrelink enrolment will cease automatically after 14 consecutive weeks of non-attendance. If this occurs, you will receive a notification from Centrelink that your child's enrolment has ceased. Please then refer to your Statement of Entitlement within the OWNA app to view any CCS entitlement adjustments that may have occurred as a result of this cessation.*

- OPTION 2:** I will not be using the service again, please refund my bond and any credit on my account to me via the bank account details below. Your final Statement of Entitlement will be available to view within the OWNA app within 14 days of cessation of care. *Bond refunds will be processed within 14 days of cessation of care.*

Account Name:	
BSB:	
Account Number:	

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Finance Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date