



Pascoe Vale Primary School

Outside School Hours Care

362 Gaffney Street

Pascoe Vale 3044

Director: Concetta Sergi

Mob: 0407 805 250

E: oshc.pascoe.vale.ps@education.vic.gov.au

PERMANENT BOOKING CANCELLATION FORM

To OSHC Director,

Child's Name: _____ (first & surname)

I would like to cancel my permanent booking for my child, which will mean that I now only have access to the program casually as required for the remainder of this school year.

Please specify below which sessions you would like cancelled:

1/ BSC

2/ ASC

3/ BOTH BSC & ASC

I understand that the following applies:

- There is a minimum of two weeks cancellation notice required. If my child does not attend in the next two weeks I am still required to pay for these sessions at a full fee.
- If I would like to recommence a permanent booking, I will need to submit a new booking request.

Change is to take effect from: __/__/__

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Date: _____

(Your printed name and date is sufficient and is regarded as a signature)

Admin Use Only:

Input date: __/__/__ Initials _____