



Lightning Reef

EARLY LEARNING CENTRE

REQUEST FOR CHANGE/CANCELLATION OF PERMANENT BOOKING

All requests to change or cancel a permanent booking at Lightning Reef ELC must be submitted at least two weeks before the required change or cancellation. This is to allow for any necessary modifications that may be needed to consumable orders, staff requirements and direct debit arrangements.

All requests will be processed, subject to availability, and families will receive confirmation of the change and the effective date.

Parent/Guardian Name	
Child's Name	

My current booking is

I wish to...

- Cancel my current permanent booking from _____(date)
- Change my current permanent booking days from _____ (date)
to _____

Signed:

Date:

<i>Office Use Only</i>	Approved by:		Date:	
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