



YMCA OSHC

Request for Absence Form

The YMCA OSHC Family Handbook states that no refunds or cancellation fees for absences will be applied.

However, if you are aware of an absence which will affect your use of After School Care service, this form can be submitted **at least one week prior to the absence.**

Bookings will be removed upon approval and will not incur the attendance fee.

This form can also be used for occasions where a child's illness prevents attendance and a medical certificate is supplied.

Please submit this form to our Children's Services Administration Office in person (74-88 Holmes Rd, Bendigo) or via email bendigo.regional@ymca.org.au for consideration, and we will contact you regarding the outcome.

Please note; families will be entitled to absences without fee to up to 20% of their bookings per term. Bookings will only be removed without charge when the required notice period of 1 week is provided and this form has been completed and submitted.

Service Venue	
Account Name	
Child's Name	
Date of Absence	
Reason	
Signed	
Date	

Office Use Only

Approved by:		Date:	
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