

## Re-Enrolment for 2018

Dear Parents and Carers,

We are currently processing enrolments for 2018.

In order to offer places to Kindergarten children and others on the waiting list, we are prioritising and confirming existing bookings. Please be advised that **your current bookings will be carried over to Term 1 2018 unless you change your bookings in My Family Lounge or we receive a completed Cancellation of Sessions Form by the 1<sup>st</sup> December.** These forms are available at the Centre.

Any requested changes to existing bookings for next year, received after the 1<sup>st</sup> December will not be processed until the start of Term 1 next year. This means the 2-week notice period will commence on the first day of the school term and continue until the notice period is served. If your child is recorded as absent for these sessions the Government subsidies do not apply, resulting in full fees due.

The Non-Refundable Annual Registration fee (unless your Centre is Exempt) will be billed on 8<sup>th</sup> December to all families who have not submitted a Cancellation of Sessions Form.

**If you wish to alter your current bookings for next year please do so as soon as possible through the parent portal to optimise your chances of securing the places which you need and avoiding charges for sessions which you don't need.**

We appreciate your co-operation in order that we can make our service accessible to all families.

Please talk to your Centre Co-ordinator if you have any further questions.