

## Request to Change Bookings

The YMCA OSHC handbook states that no refunds or cancellation fees for absences will be applied. However, if you wish to alter the days of your permanent bookings, the Request to Change Bookings form must be submitted, via email, **at least 5 business days before the required change to bookings**. This is to allow for necessary modifications that may be needed to any consumable orders and staffing arrangements.

<b>Account name</b>		
<b>Child/ren's name</b>		
<b>Before School Care</b>	<input type="checkbox"/> <b>Ararat 800</b> – <a href="mailto:ararat800.oshc@ymca.org.au">ararat800.oshc@ymca.org.au</a> <input type="checkbox"/> <b>BMG – Woodlea Campus</b> – <a href="mailto:Woodlea.oshc@ymca.org.au">Woodlea.oshc@ymca.org.au</a> <input type="checkbox"/> <b>Newington</b> – <a href="mailto:ballarat.urquhartoshc@ymca.org.au">ballarat.urquhartoshc@ymca.org.au</a>	
<b>After School Care</b>	<input type="checkbox"/> <b>Alfredton</b> <a href="mailto:Ballarat.alfredtonasc@ymca.org.au">Ballarat.alfredtonasc@ymca.org.au</a> <input type="checkbox"/> <b>Ballarat North</b> <a href="mailto:Ballarat.northoshc@ymca.org.au">Ballarat.northoshc@ymca.org.au</a> <input type="checkbox"/> <b>BMG – Woodlea Campus</b> <a href="mailto:Woodlea.oshc@ymca.org.au">Woodlea.oshc@ymca.org.au</a> <input type="checkbox"/> <b>Newington</b> <a href="mailto:Ballarat.urquhartoshc@ymca.org.au">Ballarat.urquhartoshc@ymca.org.au</a> <input type="checkbox"/> <b>Portland</b> <a href="mailto:Portland.oshc@ymca.org.au">Portland.oshc@ymca.org.au</a>	<input type="checkbox"/> <b>Ararat 800</b> <a href="mailto:Ararat800.oshc@ymca.org.au">Ararat800.oshc@ymca.org.au</a> <input type="checkbox"/> <b>BMG – Maddingley Campus</b> <a href="mailto:Bacchusmarsh.oshc@ymca.org.au">Bacchusmarsh.oshc@ymca.org.au</a> <input type="checkbox"/> <b>Hamilton (Gray St)</b> <a href="mailto:Hamilton.oshc@ymca.org.au">Hamilton.oshc@ymca.org.au</a> <input type="checkbox"/> <b>Our Lady Help of Christians</b> <a href="mailto:Ballarat.olhc.oshc@ymca.org.au">Ballarat.olhc.oshc@ymca.org.au</a> <input type="checkbox"/> <b>Siena</b> <a href="mailto:Siena.oshc@ymca.org.au">Siena.oshc@ymca.org.au</a>
<b>Transport required?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>New booking</b>	<input type="checkbox"/> Permanent	<input type="checkbox"/> Casual
<b>Weekly booking pattern</b>	<b>WEEKLY – Start date</b> _____ <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
	<b>FORTNIGHTLY – Week one</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>FORTNIGHTLY – Week two</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

**Signed:**

**Date:**

*(Office use only)* Approved by:

Date: