

Community Children’s Centre
All Day Care • Sessional Care • Kindergarten • ASELCC
(Autism Specific Early Learning and Care Centre)

La Trobe University Community Children’s Centre is an organisation started by the community that has retained its community base.

VARIATION OR CESSATION OF ENROLMENT

Permanent variation or cessation of enrolment requires two (2) weeks’ notice in writing. Fees will continue to be payable until such notice is received.

Please note: CCS Reference Manual states “...that CCS cannot be claimed after a child’s last day of actual attendance. For example: if a family provides the Centre with two weeks’ notice ceasing their child’s place (as required), and consequently do not use this child care, they will be charged full fee.”

Permanent change to booking Casual extra day or session, or swap Cease enrolment

Child’s Name:	
Playroom:	
Present Booking	
Booking change & date required:	
If ceasing, last day of care	
Parents’ phone number	
Date:	
Signature	

Email to children@latrobe.edu.au

Or hand to Centre Reception staff

Office Use Only

Liaise with Room leader by phone		Sessional Care Notify Cheri Bruhn	
Date Received		New/Final Statement	
Charge to week ending		Access Card	
Update Booking spreadsheet		Smartfees Booking	
Smartfees ROLL		Update Email & SMS List	

Authorised:

Date