

NQS7 Governance and Leadership Form Termination of Enrolment

As per the C&K Fee Policy and Child Enrolment Procedure a termination of enrolment requires two (2) weeks' written notice*. Fees will continue to be payable until such notice is received. Please complete and return to your Centre to ensure termination is processed.

Parent/Guardian name	
Child(ren) name(s)	
Current enrolled days	
Last day of care	
Parent/Guardian contact number	
Reason for leaving the centre	

Attention: Children attending Long Day Care, Outside School Hours Care and Extended Kindergarten Programs

As per Commonwealth Government Child Care Subsidy requirements: "If a family has confirmed their child's last day at a service, but that child does not attend their last booked sessions of care, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service".

This means, when a family provides two weeks' notice to terminate care and their child does not physically attend, full fees will be charged.

By signing this form, I (the parent/guardian) agree to pay full fees on any absent days after the last day of physical attendance within the notice period provided above.

Signature		Date	
-----------	--	------	--

*Please note: 2 weeks-notice period may not apply in certain circumstances, please refer to the [C&K Fee Policy](#).

Office use only: Must be completed immediately upon receiving

Once completed, initial and date each task listed and upload in Kidsoft under 'Guardian > Documents'

Task	Initial	Date
1. Complete 'Exit Child' process in Kidsoft		
2. Issue final Customer Account Statement to family (after enrolment has ceased)		
3. Discuss Absences on last sessions of care, if applicable (LDC, Extended Kindergarten & OSHC only)		
4. Upload the Termination of Enrolment form to the child's document tab in Kidsoft.		

Processed by:	Name	Signature
---------------	------	-----------