

Dear Parents/Caregivers,

We have recently made the following changes to our OSHC enrolment forms.

Please complete the **2019 OSHC Booking Request Form for Pre-existing Enrolment** if your child is currently enrolled at Highgate School OSHC.

Please complete **Highgate School OSHC New Enrolment Forms for 2019** if your child is new to Highgate School OSHC or has not attended the Service the **past 12 months**.

For changes to your personal or child details, collection authority, permanent booking days, cancellation, family holidays etc, please complete the **Notification of Changes to Enrolment Information** forms and return this form to the service by email, in-person or to the Highgate School Front Office at the earliest convenient time.

Please be advised that, a request for cancellation without charge must meet 7 Full Business Days for Before & After School Care and 10 Full Business Days for Pupil Free Day and Vacation Care bookings.