

# Kindergarten Cancellation of Placement



## Privacy and Confidentiality

Hume City Council (Family, Youth and Children's Services) collects information in relation to families and children to provide children services programs and for secondary research purposes. Council will only collect personal information and health records that are necessary for its functions and activities. We will not give out information we hold about you without your consent unless otherwise required to do so by law. You may access your personal information and health records by contacting Hume City Council on 9205 2200. Where you have indicated a preference for a non-Council run kindergarten, your personal information will be provided to the service provider if a placement is offered and/or accepted at the kindergarten.

## CHILD'S DETAILS

Year child is attending / will attend:

Surname  Given Name

Gender  Male  Female  Other Date of Birth

## PARENT/GUARDIAN DETAILS Mr Mrs Ms

Surname  Given Name

Address  Postcode  Suburb

Mobile No.  Email Address

## CANCELLATION DETAILS

Last day child attending:

Reason why position is no longer required:

Signature of Parent/Guardian

Date

## PLEASE PRINT, SIGN AND SUBMIT COMPLETED FORM IN PERSON TO:

**BROADMEADOWS CUSTOMER SERVICE CENTRE**  
1079 Pascoe Vale Road  
Telephone: 9205 2200

**CRAIGIEBURN CUSTOMER SERVICE CENTRE**  
75-95 Central Park Avenue  
Telephone: 9205 2200

**SUNBURY CUSTOMER SERVICE CENTRE**  
44 Macedon Street  
Telephone: 9205 2200

**or via email to [preschool@hume.vic.gov.au](mailto:preschool@hume.vic.gov.au)**