

For Parents

Procedure for Change of arrangement of care

Purpose

This guide explains how to request changes to your child's arrangement of care with your educator.

Before You Begin

Before making changes, ensure:

- You know the Monday of the week the new schedule starts.
- You have discussed the changes with your educator.
- You have access to your registered email address.

Step 1 – Verify Your Email

1. Open the CWA form link.
2. Enter your registered email address.
3. Click **Verify**.

Step 2 – Select Your Child

1. Select your child's educator.
2. Select your child from the list.

Step 3 – Enter the New Schedule

Start Date

Select the **Monday** from which the new schedule should begin.

Week 1

For each day:

- Tick the checkbox if care is required.
- Enter the session start and finish times (enrolled hours).
- Use **Session 2** only if your child leaves and returns later that day.
- Leave unused sessions blank or click **Clear**.

Week 2 (Fortnightly Schedules)

If Week 2 differs from Week 1:

1. Tick **My Week 2 is different than Week 1**.
2. Enter the Week 2 session start and finish times (enrolled hours).

If not selected, Week 1 will repeat every week.

Step 4 – Review

Review:

- Start date
- Days selected
- Enrolled hours

Confirm all details are correct before proceeding and click on next.

Step 5 – Obtain Educator Approval

1. Request the 6-digit approval code from your educator.
2. Enter the code.
3. Tick the declaration checkbox.
4. Click **Finish**.

After Submission

Your request will be submitted for processing and will take effect from the selected start date (Monday of the week).

Important Notes

- submit new CWA form before the new care arrangement.
- Select only the days your child will attend.
- Enter accurate enrolled hours.
- If your plans change after submission, submit a new request or contact the service.