



Program Change Request Form Early Childhood, Aces or Kids' Club

Today's Date: _____

Participant's Name (Please Print):

Main Contact Name (Please Print):

Address: _____

Email: _____ Phone Number: _____

Change for Preschool 4 Year Flex Class

FROM: M T W TH F **TO:** M T W TH F

**Notification for change must be received by the 15th of the month prior to when the change will take effect*

Change for Preschool Extra Options (Circle Program)

Early Birds Lunchbox Kids Catered Lunch Extended Day Late Pick-up Aces

FROM: M T W TH F **TO:** M T W TH F

**Notification for change must be received by the 15th of the month prior to when the change will take effect*

Change for Kids' Club (Circle Name of Site)

Byrd Clearmont Ridge Rupley Salt Creek

CHANGE AM
FROM: M T W TH F **CHANGE AM**
TO: M T W TH F

CHANGE PM
FROM: M T W TH F **CHANGE PM**
TO: M T W TH F

**Notification for change must be received the Wednesday prior to when the change will take effect.*

Date Change will Take Effect: _____

Reason for Change:

Customer Signature: _____ Date: _____

For Office Use Only

Received By: _____ Date: _____

Given To: _____ Date: _____

Change Fee Total: _____

Applied to Account
Yes No

Authorized Staff Signature: _____ Date: _____

Processed By: _____ Date: _____

Customer Contacted By: _____ Date: _____

Program Change Request Policy – 3/21/17

Early Childhood: Aces, 4 Year Flex and Extra options

Changes to your child's schedule can only begin at the 1st of the month. Changes must be made no later than the 15th of the month prior to the change. There will be a \$10 fee for any changes needing to be made. Drop-in's cannot be accommodated.

Kids' Club Before and After School Program

All notifications to change your Kids' Club attendance days must be received the Wednesday prior to when your desired change will take effect. Any attendance change requests received after the stated deadline will be assessed a \$10 service fee.