

- Kate
- EZ Care
- Enrollment
- Billing
- Janet

# KIDS' CLUB SCHEDULE CHANGE **DROP/ADD FORM**



CHILD'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

## **DROP**

Check the days you would like to **drop** in each program.

Before School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_  
 After School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

I request the above DROP to be effective for the month of \_\_\_\_\_  
 (Month)

NOTE: ALL DROPS must be effective the first of the month in which you request the change to be made. There are no refunds of partial months.

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## **ADD**

Check the days you would like to **add** in each program.

NOTE: Additional days may not be available. Make your selections and the Director will contact you if the change cannot be made.

Before School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_  
 After School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

I request the above ADD to be effective for the month of \_\_\_\_\_  
 (Month/Day/Year)

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

School Year tuition is always due the 25<sup>th</sup> of the month in advance,  
 (Ex: August 25 for September 1)

Schedule changes also must be made by the 25<sup>th</sup> of the month, prior to the month you are changing. **No refunds for partial months.**

All schedule changes must be made in writing using the Drop/Add Form and submitted to the Director.