



Extended Day Change of Service Form

To change Extended Day services, families must submit a this completed form to their campus' main office by the 15th of the month. Pending availability in the desired program, the child will be allowed to enroll in the month following the submission of the request.

****NOTE: YOU MUST COMPLETE A FORM FOR EACH CHILD FOR WHOM YOU ARE REQUESTING A CHANGE IN SERVICES.**

Central Office will contact families within 48 hours of receipt to confirm:

1. If there is space in the desired program and whether or not the child will be allowed into the program the upcoming month or placed on the waitlist.
2. The monthly fee and due dates.

Student's First Name: _____ Student's Last Name: _____

Campus: _____ Grade: _____

Parent's First Name: _____ Parent's Last Name: _____

Parent's Phone Number: _____ Parent's Email: _____

Current Extended Day Services (check all services for which your child is currently registered):

___ Before Care ___ After Care or Global Ambassadors (MTWThF) ___ Wed. ONLY After Care

Updated Extended Day Services (check all service for which you would like to register your child):

___ Before Care ___ After Care or Global Ambassadors (MTWThF) ___ Wed. ONLY After Care

By signing below, I acknowledge that:

- I am requesting a change to my current Extended Day services.
- I understand that a change of service request after the beginning of a new service month will not result in a refund or proration of fees for that month.
- I understand that the submission of this form is a request ONLY for service change. I will receive notification when my service(s) has actually been changed.

Parent/Guardian Signature

____/____/____
Month Day Year