

Red Caboose Day Care Center School Age Programs

Change of Schedule/Withdrawal

After School: A weekly schedule is established during (re)registration.

- Days can be added to the weekly schedule at any time. *
- Drop-In Days can be arranged at any time. *
- Two weeks notice is required to drop a day (or days) or to withdraw from the program.

* = Under the condition that space is available (according to the School Age Program Director.)

Summer Camp: A weekly schedule and number of enrolled weeks is established during registration.

- Withdrawing: 4 weeks notice is required to withdraw from Summer Camp. *
- Adding Days: Days can be added to a set schedule at any time. *
- Changing Weekly Schedule: A set schedule may be permanently changed as long as there is no net reduction in days.
- Drop-In Days can be arranged up to one week in advance of the desired day. *
- Switching Weeks: A contracted week can be switched for a previously un-contracted week.*

* = Under the condition that space is available (according to the School Age Program Director.)

Name of child(ren) _____

Please check one:

_____ **Change of Weekly School Year Schedule**

Current Schedule _____

Requested Schedule _____

Date Effective _____

_____ **Change of Summer Camp Weeks**

Current Week(s) _____

Requested Week(s) _____

_____ **Withdrawal**

Date of Last Day _____

parent/guardian signature

print name

date

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For office use only: S.A.P.D. _____ B.C. _____