



3 and 4 Day Schedule Form

(Please use this form at registration and any time you require a schedule change.)

Date: _____

Month: _____

Child's Name: _____

School: _____

Circle all those you want to enroll in:

Days Per Week: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

By registering for Three (3) or Four (4) days per week I understand and agree to the following and in addition to the Parent handbook:

Schedule/Refunds:

- All changes must be in writing via fax, email or letter.
- All changes must be submitted before the 15th of the month prior. (Example: Any changes for the month of October must be submitted by September 15th.)
- No changes can occur mid month, therefore no refunds will be issued after the schedule is submitted.
- Half days are included in fee for scheduled days.
- Holidays- Our tuition rate is for an average number of days per month, therefore there will be no refunds for holidays on scheduled days.
- There will be no refunds for program closings due to weather.

Extra Services

- If you need to use an unscheduled day for either the morning, afternoon, or half day, you will be charged for the time as a "extra service" fee of \$25 per day.

Parent's Signature: _____ Date: _____