



## 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 15<sup>th</sup> of the month prior. (Example: Any changes for the month of October must be submitted by September 15<sup>th</sup>.)
- 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, if registered for PM session.
- 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: \_\_\_\_\_