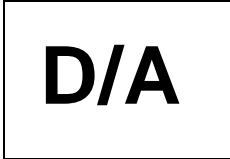


Procure  
 Enrollment  
 Ledger, after 1st

# KIDS' CLUB SCHEDULE CHANGE 2022-2023



## DROP/ADD FORM - SCHOOL DAYS

CHILD'S NAME: \_\_\_\_\_ GRADE (Sept2022): \_\_\_\_\_

### DROP

Mark the days you would like to **drop/cancel** from your child's schedule:

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

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

I request the above DROP to be effective at the start of this month: \_\_\_\_\_

**NOTE:** ALL DROPS will be effective as of the **first business day of the month requested above** and will carry forward each month. To avoid charges for days you want to drop in September, you must submit this form **no later than August 15<sup>th</sup>**. To drop days in any school month, you must submit this form by the **15<sup>th</sup>** of the month **prior to** the month requested above. Random days or weeks within a month cannot be dropped without charge.

\*\*\*\*\*

### ADD

Mark the days you would like to **add** to your child's schedule:

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

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

I request the above ADD to be effective as of \_\_\_\_\_  
(month/day/year)

**NOTE:** Days you wish to add may not be available. Please make your selections above and our office will contact you if any days you want to add cannot be scheduled for your child by your requested date.

\*\*\*\*\*

- Submit **ALL** schedule changes with this **Drop/Add Form** and send it by email (as a pdf document or a photo) to [kidsclub@bedfordma.gov](mailto:kidsclub@bedfordma.gov), or drop it off at Kids' Club.
- ALL **DROPS** of your child's September scheduled days must be submitted on this form by **August 15<sup>th</sup>** to avoid the charges. ALL drops of days scheduled in October through June must be submitted on this form by the **15<sup>th</sup>** of the month **prior to** the month in which you are making the changes effective (Example: Drop/Add form is due by October 15<sup>th</sup> for days to be dropped as of November 1<sup>st</sup>). If submitted **after** the monthly deadline, you will be charged for days you wanted dropped. Random dates or partial months cannot be dropped, nor fees waived.
- Payment for September scheduled days is due the week of Sept. 5<sup>th</sup>; otherwise, payment is due in the first business week of each month of care (e.g., Oct. 3-7 for all care scheduled in the month of October, etc.).

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