



The YMCA of Downtown Manchester, a branch of The Granite YMCA  
**CHILD CARE CHANGE FORM**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**Program (check program that this form is impacting):**

- Infant/Toddler                       Pre-K I                       Pre-K II                       Kindergarten

**See reverse side or website for program rates**

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**Changes:**

**\*Must be submitted two weeks prior in order to take effect.**

Program add/change - effective date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Vacation – date: \_\_\_\_\_

Withdrawal from program- effective date: \_\_\_\_\_

Select reason for withdrawing from program  Cost of program  Dissatisfied with program  Relocating

No longer need program  Other: \_\_\_\_\_

**\*A two week written notice is required. Verbal notification to child's counselor/teacher is not sufficient notice for withdrawal. Parent is financially responsible for the last two weeks tuition.**

Automatic withdrawal from free facility membership

Late pick up – date: \_\_\_\_\_ time: \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

In accordance with our contract, we assess a \$15.00 late charge for the time between 6:01-6:15 p.m. with an additional \$5.00 charged per every five minute segment entered thereafter.

Absent no call charge – date: \_\_\_\_\_

In accordance with our policy, you will be charged \$25.00.

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**Fees incurred from the above change(s) will be applied to the account on file for your child care services immediately upon processing.**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director Signature)

\_\_\_\_\_  
(Date)