



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: _____

Program (check program that this form is impacting):

- SOP @ Green Acres AM SOP @ Webster AM SOP @ Weston AM
- SOP @ Green Acres PM SOP @ Webster PM SOP @ Weston PM
- SOP @ Polaris Charter PM SOP @ YMCA (Y Kids Club)

See reverse side or website for program rates

Changes:

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

Program add - effective date: _____

Schedule change - effective date: _____

From: Full Time Part Time - Select Days M T W R F

To: Full Time Part Time - Select Days M T W R F

Add SOP extra care - date adding: _____ AM \$12 PM \$17

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.**

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

In accordance with our contract, we assess a \$15 late charge for the time between 6:01-6:15 p.m. with an additional \$5 charged per every five minute segment entered thereafter.

Absent no call charge – date: _____

In accordance with our policy, you will be charged \$25.

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)