



The YMCA of Downtown Manchester, a branch of The Granite YMCA

CHILD CARE CHANGE FORM

Child's Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ Phone Number: _____

Program (check program that this form is impacting):

Infant/Toddler

Preschool I

Preschool II

Pre-K/Kindergarten

*Please see reverse side or website for program rates

Changes (must be submitted two weeks prior in order to take effect):

Program add (effective date): _____ From: _____ To: _____

Vacation (dates): _____ Week 1 Week 2

Withdrawal from program (effective date): _____

Select reason for withdrawal: Program cost Dissatisfied with program Relocating No longer need program

Other _____

A two week written notice is required when withdrawing from a program. Verbal notification to child's counselor/teacher is not sufficient notice for withdrawal. Parent/Guardian is financially responsible for the last two weeks tuition.

Automatic withdrawal from free facility membership

Late pick up Date: _____ Time: _____ Total Due: \$ _____

All children must be picked up by program close. We assess a fee of \$15 for the first fifteen minutes with an additional \$5 charged per every five minute segment 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 child care services immediately upon processing.

Parent/Guardian Signature

Director Signature