



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):

- Toddler I
- Toddler II
- Preschool
- Pre-K

*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): _____

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.

Select Reason for Withdrawal:

- Cost of Program
- Dissatisfied with Program
- Moved
- Program did not meet my child's specific accommodations
- Schedule Change
- Job Loss
- Injury/Illness
- Other _____

Automatic withdrawal from free facility membership

Late Pick Up

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.

Absences

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

Date