



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):

**Before & After Care:**

- SOP @ Green Acres AM       SOP @ Green Acres PM       SOP @ Webster AM       SOP @ Webster PM
- SOP @ Weston AM       SOP @ Weston PM       SOP @ Jewett Street AM       SOP @ YMCA (Y Kids Club)

**NEW! Discovery Academy of the Y:**

- Full day Discovery Academy @ the YMCA (7:00 - 5:30 pm)
- Full day Discovery Academy @ the YMCA (7:00 am - 3:30 pm)

Please see reverse side or website for program rates

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

**Before & After Care:**

- 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

**Discovery Academy of the Y:**

- 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 extra after care (date to be added): \_\_\_\_\_  PM \$8

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:**     Program cost     Dissatisfied with program     Relocating     No longer need program  
 Other \_\_\_\_\_

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