



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):

**After Care:**

- SOP @ Beech PM
- SOP @ Wilson PM

Please see reverse side or website for program rates

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

- START half day Discovery Academy @ the YMCA (7:30 - 12:30 pm)
- START half day Discovery Academy @ the YMCA (12:30 pm - 5:30 pm)

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

**After Care:**

Program add (effective date): \_\_\_\_\_

**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

**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