



The YMCA of Strafford County, 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** (The Bumblebee Room, Ages 1 - 12 Months)

**Toddler** (The Grasshopper Room, Ages 12 - 22 Months)

**Preschool I** (The Caterpillar Room, Ages 22 - 32 Months)

**Preschool II** (The Ladybug Room, Ages 32 - 42 Months)

**Preschool III** (The Dragonfly Room, Ages 42 - 50 Months)

**Pre-K** (The Butterfly Room, Ages 50 - 72 Months)

\*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**