



SCHOOL'S OUT PROGRAM CHANGE FORM

YMCA of Downtown Manchester • YMCA Allard Center of Goffstown • YMCA of Concord
YMCA of Greater Londonderry • The Granite YMCA of Somersworth • YMCA of the Seacoast

Child's Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ Phone Number: _____

Branch (please select the branch that this form is impacting):

- YMCA of Downtown Manchester
- YMCA Allard Center of Goffstown
- YMCA of Concord
- YMCA of Greater Londonderry
- The Granite YMCA of Somersworth
- YMCA of the Seacoast

Program (please select the program that this form is impacting):

- Before School Program** Site: _____ School: _____
- After School Program** Site: _____ School: _____

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

- Add Extra Care (date to be added):** _____ AM \$18 PM \$26

- 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 _____

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

OFFICE USE ONLY Received: _____ Completed: _____