Kyrene Kids Club SCHOOL YEAR
Program Change Request Form

Please Print

CHILD'S NAME: _____ PARENT NAME:_____

PROGRAM SITE: _____

TODAY'S DATE: _____ **EFFECTIVE DATE OF CHANGE**: _____

Other siblings in Kids Club? ☐ YES ☐ NO

MY CHILD IS CURRENTLY ENROLLED IN (Please check all that apply and circle days):

☐*BEFORE SCHOOL* ☐*AFTER SCHOOL* ☐*EARLY LEARNING CENTER* ☐*ONE HOUR*

M T W TH F **M T W TH F**
HALF/FULL Days

I want to:

☐ ***CANCEL*** MY CHILD'S PROGRAM (**five business days notice required**)

☐ ***CHANGE*** MY CHILD'S PROGRAM (**two business days notice required**)

☐ ***REINSTATE*** MY CHILD'S PROGRAM if previously registered during the current school year

☐ ***CHANGE*** MY PAYMENT PLAN - **account balance must be $0 in order to change**

☐ ***CANCEL*** MY CHILD'S SCHOOL CLOSURE CAMP on the following days: _____

IF ***CHANGE*** or ***REINSTATE*** box is checked

I want to change or reinstate my child's program to:

☐*BEFORE SCHOOL* ☐*AFTER SCHOOL* ☐*EARLY LEARNING CENTER* ☐*ONE HOUR*

M T W TH F **M T W TH F**
HALF/FULL Days

My family account balance is $0 and I want to change my payment plan to:

☐ Regular Plan (tuition due on 1st) ☐ Alternate Plan (1/2 tuition due on 1st; 1/2 tuition due on 15th)

IF ***CANCELLATION*** box is checked, please tell us why!

_____Relocation ____New childcare _____Unemployment ____Tuition
_____Not needed at this time ____Work schedule change _____Staff/Administration ____Other

On the scale, please rate with a circle your overall satisfaction with the Kids Club program:

Extremely satisfied Satisfied Unsatisfied Extremely unsatisfied

Any request for changes must be received at least two business days prior to the effective date and cancellations must be received at least five business days prior to the effective date. If a request is received with less than the two business days or five business days, the two days/five days tuition must still be paid. I understand this form is only a request form. All changes are subject to availability, and submission of a Program Change Request Form does not indicate a change in program. It is the responsibility of the parent/guardian to provide current enrollment information in order to be billed accurately.

Parent/Guardian Signature: _____

Amount Due: _____

Paid: Check # _____ Credit Card _____ (complete Credit Card Authorization Form)