

## Club J Afterschool Schedule Change Form

(Please Print)

Name of parent requesting change: \_\_\_\_\_

Name of child affected by change: \_\_\_\_\_

Home Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

Today's date: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Last date attending old schedule: \_\_\_\_\_

Start date of new schedule: \_\_\_\_\_

(Please note that processing takes at least 2 weeks!)

If you want to change your method of payment please check here:

(You will be contacted by billing regarding method of payment changes)

### New Schedule

Check-off Days Attending and Pick Up Time	Parent Pick-Up Time	M	T	W	R	F
Regular Dismissal: Oxford	6:00					
Regular Dismissal: BAM, Malcolm X, Thousand Oaks, Cragmont, Jefferson, Rosa Parks, Washington, Le Conte, Cornell, Marin, Oceanview	6:00					
JCC Van Transportation: Cornell, Marin, Oceanview						

If you are dropping the program, please check here:

### **Schedule Changes**

#### **Reducing days**

We require a minimum of 15 days' notice to reduce your schedule. Tuition will be adjusted and pro-rated as appropriate when such changes are made. If you reduce your schedule today, you will be billed for the old schedule for the next 15 days and your bill gets adjusted for 15 days. For example, if today is the first of the month and you notify us that you wish to change your schedule now, the bill for this month will be adjusted as of the 15<sup>th</sup>. If you have prepaid at the beginning of the year, you will not receive a refund for reducing your schedule.

#### **Increasing days**

Increasing schedule can take place as soon as approved by the Assistant Director. Tuition will be adjusted and pro-rated as appropriate when such changes are made. If you have prepaid and you wish to increase your time at the afterschool, you will receive additional monthly invoices for the difference in service.

#### **Early Withdrawal/Dropping out of the program**

A Withdrawal Form must be submitted to the Director of Afterschool at least thirty (30) days in advance of withdrawal. After giving thirty days' notice, you will be charged the remaining tuition on a pro-rated basis. ***The deposit will be forfeited for any withdrawal before the end of the school year. There are exceptions to this policy.***

To be completed by Club J management:

Approved by: \_\_\_\_\_

Made appropriate changes: \_\_\_\_\_

Notes: \_\_\_\_\_

Parent Signature

Date: \_\_\_\_\_