



Schedule Change/Withdrawal Request Form

Child's Name					
Child's ASP Site					
Current Schedule	Mon	Tue	Wed	Thurs	Fri
Please Circle Current Scheduled Days	3-6	3-6	12-3/3-6	3-6	3-6
Change Requested	Mon	Tue	Wed	Thurs	Fri
Please Circle NEW Requested Days	3-6	3-6	12-3/3-6	3-6	3-6
Change Start Date					
Withdrawal Date					

We understand that your need for childcare may change during the school year. We are happy to accommodate schedule changes when we can. If enrollment is not full, time blocks may be added to your child's schedule.

In order for a block of time to be dropped from your contract or for your child to withdraw from the program, we must enroll another child. Parents are still responsible for the remaining tuition payments until that slot is filled. Please note there is a \$50 schedule change fee.

Requests for schedule changes are accepted throughout the school year. Please consider your request carefully. This form initiates the formal process.

If you have any questions please call the ASP office @ 781-645-8199.

Parent Signature: _____ Date: _____

ASP Director Approval: _____ Date: _____

Administrative Approval: _____ Date: _____