



Withdrawal and Schedule Change Policy

Any changes in schedule (including withdrawal) are effective on the 1st of the month only. To make a permanent change to your child’s schedule, you must do so in writing by completing this schedule change/withdrawal form by the 7th of the month **prior** to the requested change. Processing of requests for schedule changes or withdrawals received after the 7th will be delayed by one month.

Child’s Name: _____ Parent Name _____

Program (circle one) AfterSchool Terrific Tuesday Before School

School: _____ Grade _____

Date that you would like the change to take place (all changes received by the 7th of the month begin on the 1st of the following month) _____ Today’s date:

Please change my child’s schedule from (**include days of the week**) – two day minimum for AfterSchool (changes are based on availability)

Current schedule _____

to

Requested Schedule _____

--or--

____ I would like to withdraw my child.

I understand that the appropriate fee will be added to my account in MyRec and must be paid by the 14th of the month prior to the change. **THE CHANGE/WITHDRAWAL WILL NOT BE PROCESSED UNTIL THE FEE IS PAID.** Fees paid after the 14th of the month will delay the change until the following month.

- The fee for a schedule change is \$25 per child per program
- The fee for a withdrawal is \$50 per child per program.
- Schedule change requests and withdrawal requests need to be made by the 7th of the month prior to the change.
- Schedule change fees and withdrawal fees must be paid in your account by the 14th of the month prior to the change/withdrawal before the request will be processed.

Fees will be added to (and can be paid at) your account here: <https://concordrec.myrec.com/info/default.aspx>

This completed form must be submitted to the Child Care Services Manager (Anita Stevanazzi-Hill). Forms are best submitted via email to ahill@concordma.gov

Office Use:

Date Received _____ Fees Added _____ Request Processed _____