

**South Lyon Kids Club**  
**PERMANENT CHANGE IN SCHEDULE/WITHDRAWAL FORM**

**Two schedule changes permitted at no charge**  
**\$25.00 charge per change after 2 schedule changes have been requested**  
**Two Weeks' Notice to Withdrawal from Program**

Today's Date \_\_\_\_\_

Child/ren's Name \_\_\_\_\_

School \_\_\_\_\_

Parent Email Address & Telephone # \_\_\_\_\_

This form is to be used to permanently ADD or DROP sessions from your child's weekly schedule or withdrawal from the program.

Schedule changes and Withdrawals must be made VIA THIS FORM ONLY and submitted to your child's Kids Club Site Leader. Emailed or faxed forms will not be accepted.

Approval for ADDING days to a schedule is based on availability and must be approved by your child's Kids Club SITE LEADER. The office will email final confirmation of your schedule change or withdrawal from the program.

**New Schedule**

**\*Upon Office Approval**

Please change my child's schedule to:

Monday AM \_\_\_\_\_ Tuesday AM \_\_\_\_\_ Wednesday AM \_\_\_\_\_ Thursday AM \_\_\_\_\_ Friday AM \_\_\_\_\_

Monday PM \_\_\_\_\_ Tuesday PM \_\_\_\_\_ Wednesday PM \_\_\_\_\_ Thursday PM \_\_\_\_\_ Friday PM \_\_\_\_\_

Please make this schedule change effective starting the week of Monday, \_\_\_\_\_

*(schedule change requests can be submitted up to two weeks in advance)*

I would like to withdrawal from the Kids Club Program effective on the following date: \_\_\_\_\_

*Per Kids Club policy, two **weeks'** notice is required to withdrawal from the program.*

\*Please note this change is not valid until final approval by ECC Office Administration.

<p><u>For Office Use Only</u></p> <p>Date/Time Received: _____ am pm</p> <p>Site Leader Signature _____</p> <p>Administrator Final Approval _____</p>
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<p><u>For Office Use Only</u></p> <p><input type="radio"/> Schedule Change #1</p> <p><input type="radio"/> Schedule Change #2</p>
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