

**PV KIDS' CORNER/TEEN SCENE
BEFORE/AFTER SCHOOL PROGRAMS**

- Ledger
- Tuition
- Schedule
- Site Copy
- Letter

SCHEDULE CHANGE/CANCELLATION REQUEST

Student's Last Name _____ School _____

CHANGE REQUEST: New Schedule to Begin _____ MARK ALL DAYS you wish your student to attend

CANCELLATION NOTICE: Last Date of Attendance _____

Student's First Name	Grade	Before School (TK-5)	After School (TK-8)	Kinder Plus (TK-2)
		6:30am-8:30am (2 Days Minimum)	Dismissal to 6:30pm (2 Days Minimum)	Dismissal to 3:15pm (2 Days Minimum)
_____	M F _____	M T W R F	M T W R F	M T W R F
_____	M F _____	M T W R F	M T W R F	M T W R F
_____	M F _____	M T W R F	M T W R F	M T W R F
Monthly \$ Fee		AM	PM	KP

If cancelling, please provide a brief explanation:

I am authorized to make changes to the above named student's enrollment. I understand that this schedule change request must fully comply with policy before it will be accepted and that due to possible waiting lists, not all schedule change requests can be accommodated nor readmission guaranteed if a schedule is cancelled.

I have read and understand the Cancellation or Changes in Scheduled Enrollment policies outlined in the Parent Handbook. I understand that I am fully responsible for all fees incurred if I do not give the PV Kids' Corner/Teen Scene business office the required advance, written notification of any schedule change request or cancellation per policy.

- **Prior to the Start of Each School Year:** Parents must provide the business office with written notification to cancel or request changes to a student's monthly schedule a minimum of two weeks prior to the first day of the school year. Fees must be paid for the two-week period.
- **Schedule Change Requests:** Parents are required to provide the business office with a two-week advance written notification of any schedule change request. Fees must be paid for the two-week period.
- **Cancellation Notifications:** Parents are required to provide the business office with a two-week advance written notification of cancellation prior to their student's last day. Fees must be paid for the two-week withdrawal notification period. Your student may continue to attend during the two-week period.
- **Please confirm receipt of any schedule change/cancellation request directly with the business office.** PV Kids' Corner/Teen Scene is not responsible for paperwork that is not received at and confirmed by the business office by any specific deadline. No exceptions to this policy.
- **All changes and/or cancellations must remain in effect for a minimum of four weeks.**

Print Name _____ Signature _____ Date _____