

**MBUSD EXTENDED DAY PROGRAM**  
**SCHEDULE CHANGE REQUEST OR WITHDRAWAL NOTIFICATION**

All schedule changes or withdrawals must be made in writing and approved by school staff **by the 15<sup>th</sup> of the month** for the change to take effect on the first of the following month. Change requests are contingent upon confirmation of space availability. Adjustments to tuition will be billed accordingly.

Child's Name: \_\_\_\_\_ School Site: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please circle CURRENT DAY SCHEDULE:**

- All Grades:  
5 DAYS (M-F)  
3 DAYS (MWF)  
2 DAYS (T-TH)

**Please circle CURRENT HOUR SCHEDULE:**

- |                         |                      |
|-------------------------|----------------------|
| <u>TK/Kindergarten:</u> | <u>Grades 1 – 5:</u> |
| AM                      | AM                   |
| PM                      | PM                   |
| AM/PM                   | AM/PM                |

**Current Monthly Fee:** \$ \_\_\_\_\_

**Please circle NEW DAYS REQUESTED:**

- All Grades:  
5 DAYS (M-F)  
3 DAYS (MWF)  
2 DAYS (T-TH)

**Please circle NEW HOURS REQUESTED:**

- |                         |                      |
|-------------------------|----------------------|
| <u>TK/Kindergarten:</u> | <u>Grades 1 – 5:</u> |
| AM                      | AM                   |
| PM                      | PM                   |
| AM/PM                   | AM/PM                |

**New Monthly Fee:** \$ \_\_\_\_\_

**Change in Fee:** \$ \_\_\_\_\_

**WITHDRAWAL NOTIFICATION ONLY:**

**My child's last day was/will be:** \_\_\_\_\_

**NOTE:** Your deposit will be forfeited if you do not submit a signed Withdrawal Form to your school by the 15<sup>th</sup> of the month during the school year or, during summer, 2 weeks prior to the first day of school.

\*\*\*Below for Staff Use Only\*\*\*

**Today's Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_