

**Tewksbury Public Schools**  
**SUMMER Extended Day Program**  
**WITHDRAW/CHANGE FORM**

Please use this form when making **ANY** changes to your child's Extended Day Program. Please be advised that withdrawals require a **two-week notice** to avoid tuition charges. **Be sure to complete this form thoroughly and submit to the Program Site Director where your child attends.** This form does not replace the registration form, which is required to add a new program for your child's care. This must be done online. ONLY USE THIS FORM IF YOU ARE CHANGING YOUR DAYS OR WITHDRAWING FROM A SPECIFIC WEEK OR FIELD TRIP YOU ALREADY SIGNED UP FOR. IF YOU ARE NOT REGISTERED FOR A WEEK YOU MUST DO THAT ONLINE.

(STUDENT'S NAME) ↓

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Program your child currently attends

- ☐ 4 & 5 Year Old Program Summer (Heath Brook)
- ☐ Heath Brook School Summer (Gr 1-3)
- ☐ Wynn Middle School Summer (Gr 4-6)
- ☐ Recreation Center Summer (Gr 7-8)
- ☐ Rec Drop In Program weeks of 6/26 & 8/21

ACTION	DATES	Use this column for CHANGES ONLY
<input type="checkbox"/> CHANGE	<input type="checkbox"/> Week(s) of _____	From _____ days to _____ days
<input type="checkbox"/> ADD	<input type="checkbox"/> Days during week of _____	<b>OLD DAYS(circle) M T W R F</b>
<input type="checkbox"/> <b>WITHDRAW - only if withdrawing whole week and/or field trip. Otherwise it is a change.</b>	<input type="checkbox"/> Field Trip Name _____ <input type="checkbox"/> Date of FT _____	<b>NEW DAYS(circle) M T W R F</b>

NOTES: \_\_\_\_\_

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

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

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Site Director's Signature