**Tewksbury Public Schools**

**Extended Day Program**

WITHDRAW/CHANGE OF Enrollment Form

Below is a withdrawal/change form to be used for **any changes to your child’s Extended Day Schedule.** Please **do not email the office** (Cynthia Basteri or Maura Rauseo) as we are not in the schools with the site director. It is important, for the safety of your child, that the Extended Day/PreK Staff know which days your child is coming to their program and if that schedule has changed. Please be advised that withdrawals require a **two-week notice** to avoid tuition charges. **Changing days your child attends may only occur once per year.** Once you turn this form in to the Site Director they will forward it to the Community Services Office to adjust billing as necessary. **The change/withdrawal process is not finalized until the Site Director receives this form.**

Thank you for your cooperation.

***(Student Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(School)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program your child currently attends at the above school:**

* Before School
* After School
* PreK at Heath Brook or Dewing
* Extended PreK at Heath Brook or Dewing

|  |  |  |
| --- | --- | --- |
| **ACTION** | **PROGRAM** | **Use this column for CHANGE only** |
| WITHDRAW | Before School #days \_\_\_\_\_\_\_\_\_\_ | From \_\_\_ days to \_\_\_ days |
| ADD | After School #days\_\_\_\_\_\_\_\_\_\_\_\_ | (circle) M T W R F |
| CHANGE | Extended PreK | **One Day Emergency Drop Off:** |
|  |  | AM-$20.00 OR PM-$30.00 |
|  |  | **Emergency Half Day -** $35.00 |
|  |  | **(CIRCLE)** |

NOTES: Please be specific\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent/Guardian Signature Site Director’s Signature***