

Southborough Extended Day Program - Schedule Change Form

- Please fill out the following form and return it to Extended Day. A copy will be given to the office and a copy will be kept in your child's file.
- **30 days' notice** is required for withdrawal or reduction of schedule from the program. No credits will be given for withdrawals or changes made with insufficient notice. Please see back of this page for any fees.
- Increase in service can happen immediately if there is space available in the program. Your tuition will be pro-rated if the change occurs mid-month.

Name: _____ Program: _____

Today's date: _____

Date of schedule change: _____

Tuition change effective date: _____

(30 days from today's date)

Current Schedule:

Before School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

After School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

NEW Schedule:

Before School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

After School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Parent Consent: _____

Please see schedule change and withdrawal fees on the next page for full policy details.

Office Use: Director approval: _____ Site Copy: _____ Schedule: _____ Tuition: _____ Date & initials: _____

Notes: _____

Schedule Change Fee Structure

Notification of reduction in schedule requires 30 days' notice in writing to the Executive Director or Business Manager. No credits will be given for reductions made with insufficient notice.

Change Request	Notification Period	Fee Assessed
Notification of schedule change prior to October 15th	30 days	\$0
Notification of schedule change with change occurring from October 15th-March 31st - (parent initiated) – Reduction or change of days.	30 days	\$25
Notification of schedule change with planned change occurring after April 1st and the close of upcoming fall registration, a reduction in schedule will incur a higher fee to retain the registered days for the following school year.	30 days	\$150
Notification of schedule change with planned change occurring after April 1st and the close of upcoming fall registration, you are keeping the reduced schedule for the following school year.	30 days	\$25

Program Withdrawal

Notification of withdrawal requires 30 days' notice in writing to the Executive Director or Business Manager. No credits will be given for withdrawals made with insufficient notice.

Withdrawal Request	Notification Period	Fee Assessed
Planned withdrawal date prior to October 15th . (to include notification period of 30 days)	30 days	\$0
Planned withdrawal date of October 15th-March 31st (to include notification period of 30 days)	30 days	\$150
Planned withdrawal date from SEDP after April 1st without renewed registration for the following school year. (to include notification period of 30 days)	30 days	\$150
Planned withdrawal date from SEDP after April 1st with renewed registration for the following school year. (to include notification period of 30 days)	30 days	Equal to One Month's Tuition or \$150 whichever is greater.

Please note:

- Schedule Changes and Withdrawal Fees apply only to the Enrichment and the Afterschool Program.
- Days added to the current year's schedule after the completion of spring registration are not guaranteed for the following school year.