



**CHANGE / WITHDRAWAL FORM**

Child's Name: \_\_\_\_\_

Program Attended:  Daycare  Day Home  Kid's Klub  Pre-Kindergarten

**CHANGE REQUEST**

Change of Hours / Schedule  Program Transfer

Effective date: \_\_\_\_\_

Details of change:

**WITHDRAWAL REQUEST**

Please withdraw my child from the programs noted above.

Effective date: \_\_\_\_\_

*All changes and withdrawals for Daycare, Pre-K and Kid's Klub must be received by our office **within 30 days of effective date**. Changes and withdrawals made less than 30 days in advance will be subject to additional fees as outlined in the fees policy in the Parent Handbook.*

*All changes for the City of Grande Prairie Family Day Home Program must be received by our office **within 30 days of effective date**. Withdrawals must be made **at least 15 days' in advance**. Changes or withdrawals made outside of these timelines will be subject to additional fees as outlined in the fees policy in the Parent Handbook.*

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

\_\_\_\_\_  
Date

**Office Use:**

Change Fee: \$ \_\_\_\_\_

Withdrawal Fee: \$ \_\_\_\_\_

Date Form Received:

Initials \_\_\_\_\_