



School's Out! METROWEST YMCA

Add/Drop Form

Child's Name: _____ Parent/Guardian's Name: _____

Child's Program Site (school): _____ Daytime phone number: _____

Requested date of new schedule*: _____

* All requests for added days will be granted if there is space available in the program. A minimum of 2 week notice is required to request adding any day(s). During high volumes times, the process might take longer.

* A 30-day notice is required to drop any day(s). Families are responsible for full payment for dropped days if 30-day written notice is not received.

All changes will be confirmed by the Director of Family Services or the Out-of-School Time Director.

Current Schedule: (circle enrolled days)

AM Care:

Monday Tuesday Wednesday Thursday Friday

PM Care:

Monday Tuesday Wednesday Thursday Friday

Requested New Schedule: (circle all days that you want your child to attend not just changes)

AM Care:

Monday Tuesday Wednesday Thursday Friday

PM Care:

Monday Tuesday Wednesday Thursday Friday

Reason for Change/Comments: _____

Parent/Guardian's Signature: _____ Date: _____

School's Out Leadership Signature: _____ Date: _____

Education Business Office Signature: _____ Date: _____

Questions? Contact schoolsout@metrowestymca.org or the Director of Family Services at (508) 879-4420 x 246.

Office use only:				
Approved date of change: _____				
Site Dir. updated	<input type="checkbox"/>	Family informed	<input type="checkbox"/>	School contacted
			<input type="checkbox"/>	Roster updated
				<input type="checkbox"/>
				Roster noted
				<input type="checkbox"/>