



## School's Out Add/Drop Form

Child's Name: \_\_\_\_\_ Parent/Guardian's Name: \_\_\_\_\_

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

**Requested date of new schedule\*:** \_\_\_\_\_

\*A minimum of 1 week notice is required to add any day(s) based on availability. A 30-day notice is required to drop any day(s). All changes will be confirmed by the OST Enrollment Coordinator.

**Current Schedule:** (circle enrolled days)

**AM Care:**

Monday      Tuesday      Wednesday      Thursday      Friday

**PM Care:**

Monday      Tuesday      Wednesday      Thursday      Friday      Vacation package

**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      Vacation package

Reason for Change/Comments: \_\_\_\_\_

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

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School's Out Leadership Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Education Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All requests for added days will be granted if there is space available in the program.  
Families are responsible for full payment for dropped days if 30-day written notice is not received.

Questions? Contact the Director of Family Services at 508-879-4420 x46.

Office use only:

**Approved date of change:** \_\_\_\_\_

Site Dir. updated     Family informed     School contacted     Roster updated     Roster noted