



# Sugar Grove Park District

## CARE Schedule Change Request Form

[www.sgparcs.org](http://www.sgparcs.org) Phone: 630.466.7436 Fax: 630.466.8675

Parents wishing to make any schedule changes, must complete the CARE Schedule Change Request Form at **least three weeks** prior to the change of services. Although every effort will be made to accommodate schedule changes, any change is subject to availability.

Please be sure to communicate any changes in your child's schedule to the school.

We staff our CARE program on the basis of enrollment, not attendance. When you enroll, you are reserving time, space, staffing, and provisions, whether or not your child attends. **All fees are charged on the basis of enrollment, not attendance.** Pro-rated refunds cannot be granted for absences due to illness, vacation, or mid-year schedule changes. We charge monthly and only pro-rate for new enrollments.

If you request a schedule change that has your child not attending CARE for 15 or more consecutive regular attendance school days, we will withdrawal your child from the program. We often have other families who

**Please change my child's schedule at the CARE program.**

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

Print Name of Child's School : \_\_\_\_\_

Schedule change will take effect on : \_\_\_\_\_

Explain the change in child's CARE schedule:

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Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this form, I am authorizing the changes or cancellations indicated above and agree to pay for any fees associated with the change.