Sugar Grove Park District

CARE Schedule Change Request Form

Phone: 630.466.7436 Fax: 630.466.8675 bmayerle@sgparks.org

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 and you may need to contact Kaneland transportation if your child rides the bus.

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 would like to use our CARE program mid-year, so if your child leaves the program, there is no guarantee that space will be available if you wish to use the CARE program again in the school year.

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:

Updated Schedule: ☐ **1-3 Days/Week** ☐ **4-5 Days/Week**

CARE WILL BE NEEDED:	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 6:30-8:40am	☐	☐	☐	☐	☐
After School 3:25-6:00pm	☐	☐	☐	☐	☐

Print Parent/Guardian Name: _____

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.

(REV 04/26)