



Attendance Plan Change Form

Today's Date: _____

Center Location: _____

Account / Family Name: _____

Child's Name: _____

Home Phone: _____

Current Attendance Plan: (example: AM - M, W, F) _____

Please change my child's attendance plan to:

(example: AM - Tu, Th) _____

*Effective Date: _____

Reason for change:

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Name: (please print) _____

Site Director Signature: _____ Date: _____

****Please note that 30 days written notice or administrative approval is required for program changes during which time you are responsible for payment of tuition.***

Instructions

1. Complete all requested information on this form.
2. Sign and date form.
3. Bring the form to your site director or assistant site director to sign and date.*
4. The site director will make a copy within one (1) business day for your records.
5. The site director will turn your form into the Kids Adventures main office.**
6. You will receive a confirmation of change within two (2) weeks after the site director receives the form.
7. If you do not receive a written confirmation of change from the Kids Adventures main office within two (2) weeks after the site director receives this form please contact the office at (301) 438-8550 or e-mail Accounts@KidsAdventures.NET to insure that we have received the form.

* The site director must approve any increase in attendance based on enrollment at that site.

** The Kids Adventures main office must approve any reduction of attendance plan for Teen Adventures at Westland Middle School in accordance with section # 9 of the Enrollment Agreement for Teen Adventures at Westland Middle School.