



## YMCA of Greater Twin Cities Childcare Programs Change/Cancellation Form

**Participant Name (s):** \_\_\_\_\_ **Program Name:** \_\_\_\_\_

**Branch / Site Location:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

For safety and quality of program, all changes must be received by Monday, one week prior to program session week. All pricing and policies related to changes or cancellations may be found in your Parent Handbook. Please refer to this important document for details. Late additions result in an addition of \$2.00 to the regular session fee. The most efficient method for calendar changes is to use our online calendar option through "My Childcare" link in your online account. You may make calendar changes weekly, monthly, or into the future!

**Schedule Change** – Specific Week

**Add-On** – Specific Week

**Schedule Change** - Permanent

**Cancel** – Permanent Entire Program

Effective Date of Change: \_\_\_\_\_ (MM/DD/YY)

### AM Schedule

### PM Schedule

**Current** Daily Schedule: **New** Daily Schedule:

**Current** Daily Schedule: **New** Daily Schedule:

Mon

Mon

Mon

Mon

Tue

Tue

Tue

Tue

Wed

Wed

Wed

Wed

Thu

Thu

Thu

Thu

Fri

Fri

Fri

Fri

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_

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

**X** \_\_\_\_\_  
**Parent/Guardian Signature**

Payment information:  Check Attached  Credit Card: **Visa** **Master Card** **Discover** **Amex**

Card Holder Name: \_\_\_\_\_ Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

I agree to pay above total amount according to card issuer agreement. **X** \_\_\_\_\_