

MBUSD EXENDED DAY PROGRAM
SCHEDULE CHANGE REQUEST OR WITHDRAWAL NOTIFICATION

All schedule changes or withdrawals must be made in writing and approved by school staff *by the 15th of the month* for the change to take effect on the first of the following month. Change requests are contingent upon confirmation of space availability. There will be no adjustments to tuition which had already been billed.

Child's Name: _____ School Site: _____

Parent Name: _____ Phone: _____

Parent Signature: _____ Date: _____

Please circle CURRENT DAY SCHEDULE:

All Grades:

5 DAYS (M-F)

3 DAYS (MWF)

2 DAYS (T-TH)

Please circle CURRENT HOUR SCHEDULE:

TK/Kindergarten:

7:00am-2:15pm
(Wed. until 1:30pm)

2:15pm-5:55pm

7:00am-5:55pm

Grades 1 – 5:

AM

PM

AM/PM

Current Monthly Fee: \$ _____

Please circle NEW DAYS REQUESTED:

All Grades:

5 DAYS (M-F)

3 DAYS (MWF)

2 DAYS (T-TH)

Please circle NEW HOURS REQUESTED:

TK/Kindergarten:

7:00am-2:15pm
(Wed. until 1:30pm)

2:15pm-5:55pm

7:00am-5:55pm

Grades 1 – 5:

AM

PM

AM/PM

New Monthly Fee: \$ _____

Change In Fee: \$ _____

WITHDRAWAL NOTIFICATION ONLY:

My child's last day was/will be: _____

NOTE: Your deposit will be forfeited if you do not submit a signed Withdrawal Form to your school by the 15th of the month during the school year or, during summer, 2 weeks prior to the first day of school.

Below for Staff Use Only

Today's Date: _____ **Signature:** _____

Effective Date: _____