

Schedule Change Request

Northborough Extended Day Programs, Inc. (NEDP)

Please complete the following form and return on or before the first of the month to the NEDP Administrative Office in the Town Offices building or you may fax it to the Administrative Office at (508) 393-6711 or email to Kelly McDonough at kmcdonough@town.northborough.ma.us.

A schedule change request form must be received on or before the first of the month to be effective on the first day of the following month. **Failure to provide the proper one month's notice will mean you are financially responsible for your original payment for that given month.** For example, if you are withdrawing on Dec. 1st, the NEDP Administration Office must receive your schedule change request by Nov. 1st. Parents/Guardians **withdrawing** from the program after November 1st will forfeit the entire June deposit. Parents/Guardians who **reduce** days after November 1st will forfeit a portion of the June deposit.

Increase in service can happen within 48 hours if there is space available in the program.
Any tuition adjustments will be reflected in your next month's invoice.

My child, _____ currently attends NEDP _____
Name Name of School

Today's Date _____

Date schedule change will start on _____

REMINDER: A note must be written to the teacher informing her/him of the schedule change.

Parent Signature _____

Current Schedule: *Check only the section that applies*

Before School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- WITHDRAW**

After School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- WITHDRAW**

New Schedule:

Before School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- WITHDRAW**

After School

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- WITHDRAW**

NEDP, Inc. Office Use Only

Approved _____ Denied due to _____ Entered in QB's _____

Change attendance sheet _____ Copy to Parent _____ Original in child's file _____