

Hanover Township School Age Child Care

OFFICE OF THE PROGRAM COORDINATOR
Phone: 973-515-2449 FAX: 973-637-5516

NOTIFICATION OF SCHEDULE CHANGE

Please use this form for any schedule changes
Schedule changes will incur a \$20 processing fee.

ALL CHANGES ARE EFFECTIVE THE FIRST MONDAY OF THE MONTH. NO EXCEPTIONS.

DATE: _____ - Please be advised that I am changing the schedule of attendance for my child(ren).		
Name/s _____ is enrolled in the HTSACC		
Program at _____ - _____		
School Name	Grade	
Teacher's Name: _____		

Street Address	City	Zip Code

Please check day/s that apply:

<p>Child One: Current Program Early Birds: ___M ___T ___W ___Th ___F After Care: ___M ___T ___W ___Th ___F</p>	<p>Child Two: Current Program Early Birds: ___M ___T ___W ___Th ___F After Care: ___M ___T ___W ___Th ___F</p>
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Please check program(s) and day(s) that apply to schedule change

<p>Child One: Early Birds</p> <table style="width: 100%;"> <tr> <td style="text-align: center;">Add Days:</td> <td style="text-align: center;">Remove days:</td> </tr> <tr> <td style="text-align: center;">___M</td> <td style="text-align: center;">___M</td> </tr> <tr> <td style="text-align: center;">___T</td> <td style="text-align: center;">___T</td> </tr> <tr> <td style="text-align: center;">___W</td> <td style="text-align: center;">___W</td> </tr> <tr> <td style="text-align: center;">___TH</td> <td style="text-align: center;">___TH</td> </tr> <tr> <td style="text-align: center;">___F</td> <td style="text-align: center;">___F</td> </tr> </table> <p>After Care</p> <table style="width: 100%;"> <tr> <td style="text-align: center;">Add Days:</td> <td style="text-align: center;">Remove days:</td> </tr> <tr> <td style="text-align: center;">___M</td> <td style="text-align: center;">___M</td> </tr> <tr> <td style="text-align: center;">___T</td> <td style="text-align: center;">___T</td> </tr> <tr> <td style="text-align: center;">___W</td> <td style="text-align: center;">___W</td> </tr> <tr> <td style="text-align: center;">___TH</td> <td style="text-align: center;">___TH</td> </tr> <tr> <td style="text-align: center;">___F</td> <td style="text-align: center;">___F</td> </tr> </table>	Add Days:	Remove days:	___M	___M	___T	___T	___W	___W	___TH	___TH	___F	___F	Add Days:	Remove days:	___M	___M	___T	___T	___W	___W	___TH	___TH	___F	___F	<p>Child Two: Early Birds</p> <table style="width: 100%;"> <tr> <td style="text-align: center;">Add Days:</td> <td style="text-align: center;">Remove days:</td> </tr> <tr> <td style="text-align: center;">___M</td> <td style="text-align: center;">___M</td> </tr> <tr> <td style="text-align: center;">___T</td> <td style="text-align: center;">___T</td> </tr> <tr> <td style="text-align: center;">___W</td> <td style="text-align: center;">___W</td> </tr> <tr> <td style="text-align: center;">___TH</td> <td style="text-align: center;">___TH</td> </tr> <tr> <td style="text-align: center;">___F</td> <td style="text-align: center;">___F</td> </tr> </table> <p>After Care</p> <table style="width: 100%;"> <tr> <td style="text-align: center;">Add Days:</td> <td style="text-align: center;">Remove days:</td> </tr> <tr> <td style="text-align: center;">___M</td> <td style="text-align: center;">___M</td> </tr> <tr> <td style="text-align: center;">___T</td> <td style="text-align: center;">___T</td> </tr> <tr> <td style="text-align: center;">___W</td> <td style="text-align: center;">___W</td> </tr> <tr> <td style="text-align: center;">___TH</td> <td style="text-align: center;">___TH</td> </tr> <tr> <td style="text-align: center;">___F</td> <td style="text-align: center;">___F</td> </tr> </table>	Add Days:	Remove days:	___M	___M	___T	___T	___W	___W	___TH	___TH	___F	___F	Add Days:	Remove days:	___M	___M	___T	___T	___W	___W	___TH	___TH	___F	___F
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THIS CHANGE IS EFFECTIVE FOR: _____
Month

CANCELING OUT OF THE HTSACC PROGRAM _____ **-EFFECTIVE FOR:** _____
Month

This represents a change in my child/ren's schedule and I understand that by signing below, the change will go into effect as indicated above. I also understand that my monthly fees may change according to the enrollment status.

Parent/Guardian Signature