



Palatine
Park
District

Gray M Sanborn | Hunting Ridge | Jane Addams | Lake Louise | Lincoln
Marion Jordan | Pleasant Hill | Stuart R Paddock | Virginia Lake | Winston

CHILDREN'S ACTIVITY, RECREATION AND ENRICHMENT PROGRAM

C.A.R.E. PROGRAM SCHEDULE CHANGE /WITHDRAWAL REQUEST FORM

CHILD'S NAME(S) C.A.R.E. SITE

PARENT'S NAME

EMAIL PHONE #

CHANGE BEING REQUESTED

SCHEDULE CHANGE - ALL APPROVED SCHEDULE CHANGES WILL BE CHARGED A \$10 FEE

PLEASE NOTE: Requests to switch from a full-time spot in the program to a part-time option will only be considered if there is not a family on the waitlist for a full-time spot in the program.

My child's current schedule is

<input type="checkbox"/> Before-School	<input type="checkbox"/> Full-Time (4-5 days per week) <input type="checkbox"/> Part-Time (1-3 days per week) <input checked="" type="checkbox"/> Days: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F
	<input type="checkbox"/> Before Afternoon-Kindergarten Add-On Program
<input type="checkbox"/> After-School	<input type="checkbox"/> Full-Time (4-5 days per week) <input type="checkbox"/> Part-Time (1-3 days per week) <input checked="" type="checkbox"/> Days: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F
	<input type="checkbox"/> After Morning-Kindergarten Add-On Program

New schedule being requested Date you would like the new schedule to start

<input type="checkbox"/> Before-School	<input type="checkbox"/> Full-Time (4-5 days per week) <input type="checkbox"/> Part-Time (1-3 days per week) <input checked="" type="checkbox"/> Days: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F
	<input type="checkbox"/> Before Afternoon-Kindergarten Day Add-On Program
<input type="checkbox"/> After-School	<input type="checkbox"/> Full-Time (4-5 days per week) <input type="checkbox"/> Part-Time (1-3 days per week) <input checked="" type="checkbox"/> Days: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F
	<input type="checkbox"/> After Morning-Kindergarten Extended Day Add-On Program

WITHDRAW FROM C.A.R.E. (NO ADDITIONAL FEE)

The last day my child will attend C.A.R.E. is

IMPORTANT NOTES ABOUT SCHEDULE CHANGE REQUESTS

- After-School options and part-time options are limited. The park district will contact you if the requested option is not available.
- If you withdraw from an after school option, re-enrollment is not guaranteed.
- Schedule change requests received by the **25th of the month** will be effective the following month's billing.
- Dropping days WILL NOT change the monthly installment for the month in which the schedule change request was received.
- Billing changes received by the 25th of the month will take effect on the first day of the month following the written notice and future monthly installments will be adjusted accordingly.
- All approved refunds will be applied as a household credit** unless otherwise requested. If another form of refund is requested, an additional \$5.00 processing fee will be applied.
- The \$50 registration fee paid at the time of registration is non-refundable.

By signing below, I authorize the Park District to adjust my monthly payment and charge any applicable fees.
I understand that filling out this form does not guarantee a schedule change. Changes will be approved pending space availability at the site.

PARENT SIGNATURE DATE

<i>For Office Use Only</i>	
Notes: <input type="text"/>	Start Date <input type="text"/>
<input type="text"/>	<input type="text"/> Fee Paid
<input type="text"/>	MINUS <input type="text"/> Prorated Amount (if applicable)
Receipt #: <input type="text"/>	MINUS <input type="text"/> Service Fee
Payment Type: <input type="text"/>	<input type="text"/> Total Refunded <input type="text"/> Total Due
Wait List: <input type="text"/>	Entered By: <input type="text"/> Date Entered: <input type="text"/>