



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.

SCHEDULE CHANGE / WITHDRAWAL REQUEST

Requests to add before- or after-school CARE to your child's schedule will be approved based on availability.

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

I would like to **ADD** BEFORE-SCHOOL AFTER-SCHOOL AM KINDERGARTEN ADD-ON (EXTENDED-DAY)

REQUESTED START DATE: _____

I would like to **REMOVE** BEFORE-SCHOOL AFTER-SCHOOL AM KINDERGARTEN ADD-ON (EXTENDED-DAY)

LAST DAY MY CHILD WILL USE THE OPTION ABOVE: _____

WITHDRAW FROM C.A.R.E. (no additional fee)

I WOULD LIKE TO **WITHDRAW** MY CHILD FROM THE C.A.R.E. PROGRAM

LAST DAY MY CHILD WILL ATTEND C.A.R.E. _____

AUTHORIZATION

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 schedule change approval. Changes will be approved pending space availability at the site.

PARENT SIGNATURE _____ DATE _____

IMPORTANT NOTES ABOUT SCHEDULE CHANGE REQUESTS

- If you withdraw from an after-school option, re-enrollment is not guaranteed.
- Schedule changes received by the 25th of the month will take effect with the following month's billing.
- **All approved refunds will be applied as a household credit** unless otherwise requested. If another form of refund is requested, an additional \$5 processing fee will be applied.

Email completed form to Donna Orr dorr@palatineparks.org or hit the submit button

For Office Use Only

Entered by: _____ Date: _____

Notes: _____