



# Change of Status Form

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Child(ren) attending program:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

School your child(ren) attend: \_\_\_\_\_

The child(ren) listed above is **CURRENTLY** enrolled as:

- Full-time A.M. & P.M.
- Full-time A.M. only
- Full-time P.M. only

I would like to \***CHANGE** our enrollment to:

- Full-time A.M. & P.M.
- Full-time A.M. only
- Full-time P.M. only
- Withdrawal from Program\*\*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*Kids Connection Parent Handbook (p. 12): "Any alteration to a child's registration status necessitates completing this Status Change Form. Not all status change requests can be granted immediately due to our license capacity, and some may require placement on a waitlist until a spot becomes available.

\*\*Kids Connection Parent Handbook (p.12): "Status changes typically require up to two weeks (14-days) to take effect before any billing adjustments occur. The two-week period commences once the Gretna Kids Connection office receives the signed Status Change Form. Families remain responsible for all incurred charges during this period, regardless of whether their children are attending Gretna Kids Connection. Refunds will not be issued after a deduction has been processed.

Received by (Staff Member only): \_\_\_\_\_ Date Received \_\_\_\_\_

GKC Office Use: Last Day: \_\_\_\_\_ Disabled Tuition Date: \_\_\_\_\_ Withdraw Account: \_\_\_\_\_