

Gretna Kids Connection

Status Change Form for School Year

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. 10): "Not all status changes will be granted due to our license capacity and may require being placed on a wait list until a spot becomes available. Status Changes may take up to two-weeks (14 days) to go into effect before billing changes occur."

**Kids Connection Parent Handbook (p.10): "Families who wish to discontinue childcare services with the Kids Connection program must give a two-week written notice of withdrawal completed on our Status Change Form. Parents are obligated to continue payment of any tuition or fees to meet the requirements regardless of the child's attendance."

Received by (Staff Member only): _____ Date Received _____

GKC Office Use: Last Day: _____ Disabled Tuition Date: _____ Withdraw Account: _____