

YMCA of Middle Tennessee School Age Services

Advance Notification of Absence, Program Change, or Withdrawal

Once you enroll your child in the Fun Company program you are reserving a space for that child for the school year program. Payment for the services you register for will be expected regardless of attendance.

Notification of Absence:

Credit will be given up to two weeks (5 consecutive days) for illness or vacation. To receive this credit, you must submit your request in writing two weeks prior to the desired vacation time.

- I am submitting in writing my request for Vacation Credit.

Child's Name: _____

Vacation Week Requested: _____

- I am submitting in writing my request for Illness Credit – attached is the doctor's note verifying illness.

Child's Name: _____

Week Absent Due to Illness: _____

Notification of Program Change:

Two-week notice is required for a schedule change which affects the number of hours your child will attend. To make a change in program, you must submit in writing a request for the change to be made.

- I am submitting in writing my request for a Program Change.

Child's Name: _____

Currently Attends: _____

Schedule Change to Attend: _____

Effective Date: _____

Notification of Withdrawal From Program:

Two-week notice of withdrawal is required in writing. Parents are responsible for fees during the two-week period.

- I am submitting in writing my notice of Withdrawal from the Program.

Child's Name: _____

Last Day my child will attend the program: _____

Reason for Withdrawal: _____

I understand that by giving Advance Notice of Withdrawal, Program Change, or Withdrawal, I have opened my child's place to those on the waiting list. Space may not be available if I reconsider.

Parent Signature: _____ Date: _____

Fun Company Location: _____