

Schedule Change/Withdrawal Form **Breakfast Club & Kid' Stop**

Schedule Changes/withdrawals must be received by the 15th of the prior month to be effective for the 1st day of the following month. **No Exceptions.** Please choose your schedule carefully. Due to the high volume of schedule change requests received we can no longer accept a written note, email or phone call.

All changes/withdrawals must be done on this form.

Student Name: _____ School _____

Parent Email Address: _____

Parent /Guardian Name: _____ Cell Phone: _____

Please Circle Program the schedule change pertains too: **Kid's Stop and/or Breakfast Club**

Current Schedule: M _____ T _____ W _____ TH _____ F _____

Current Pickup Time: 4:30 _____ 6:00 _____

****New Schedule:** M _____ T _____ W _____ TH _____ F _____

****New Pickup Time:** 4:30 _____ 6:00 _____

****If withdrawing your child from Kid' Stop and/or Breakfast Club**

Please circle which program (s) the withdrawal is for.

Effective date of Withdrawal from program: _____

Parent/Guardian Signature: _____ Date: _____

Please note, Schedule Changes are not confirmed until email confirmations are received from Community Programs office/Community Pass.

Upon completion, please return this form to:

Community Programs, 566 Main Street, North Andover, MA 01845

Fax: 978-738-1320 or

Forms can be emailed to:

FoucaultL@northandoverpublicschools.com

karaliss@northandoverpublicschools.com

Community Programs office phone number: 978-794-3080