



Shaker Heights Recreation Department
SCHOOL AGE CARE
SCHEDULE CHANGE & WITHDRAWAL FORM

Received: _____

CSR: _____

Child Information:

School & Grade: _____ Parent's Name: _____

Name: _____

Effective Month of Change: _____

Child's Current Schedule:

___ Before Care ___ Full Time ___ Part Time
7:00 a.m. – start of school day

___ After Care ___ Full Time ___ Part Time
close of school day – 6:30 p.m.

___ Child was inactive from the program

Child's Revised Schedule:

___ Before Care ___ Full Time ___ Part Time
7:00 a.m. – start of school day

___ After Care ___ Full Time ___ Part Time
close of school day – 6:30 p.m.

___ Child is being withdrawn from the program.

***Please note: Schedule changes must be turned in to the site administrator at least one week prior to the month in which the changes will be made effective.**

Parent's Signature

Date

*****This form is to be used whenever there is a change in your child's schedule. You will be billed for the current schedule if you do not update your child's schedule. Please submit this form to Thornton Park or at your child's school age care site. *****

Thornton Park ♦ 3301 Warrensville Center Road ♦ Shaker Heights, Ohio 44122
216-491-1295 ♦ 216-991-4219 (FAX) ♦ www.shakeronline.com/recreation