BASREP – Change in Enrollment Form

This form must be filled out for ALL changes in enrollment.

Child's Name: _____

- o I would like to make a permanent change in my child's enrollment. I understand that one month's notice is required if this change decreases my child's enrollment in the program. I also understand that I must give this notice before the first of the month, prior to the change.

  Effective date:

  Please circle the desired new schedule, for your child:

  A.M. Mon Tues. Wed. Thurs. Fri.

  P.M. Mon Tues. Wed. Thurs. Fri.

  _____ Drop-in Only

- o I would like to make a temporary change to my child's enrollment in the BASREP program. I understand that one month's notice is required if this change decreases my child's enrollment in the program. I also understand that I must give this notice before the first of the month prior to the change. **A Break-in-Service fee of $25.00 (per child) will be charged for any family who withdraws their child temporarily, in order to guarantee re-enrollment after a leave of absence of longer than 8 weeks.

  Dates
  From: To:

  Circle the desired schedule, for your child, during this time period,:

  A.M. Mon Tues. Wed. Thurs. Fri.

  P.M. Mon Tues. Wed. Thurs. Fri.

  _____ Drop-in Only

- o I would like to withdraw my child, from the BASREP program. I understand that one month's notice is required and that I must give this notice by the first of the month prior to withdrawing my child.

  Effective date:

_____
Signature

_____
Date