

(Admin. Use Only)

___ Procure
___ Enrollment
___ Ledger, after 1st

KIDS' CLUB SCHEDULE CHANGE

D/A - TPD/V

DROP/ADD FORM

2023-2024

Teacher Professional Development Days / School Vacation Days

CHILD'S NAME: _____ GRADE: _____

DROP

Mark the days you would like to drop/cancel from your child's schedule:

TPD Days:

Tuesday, 7Nov Friday, 15Mar

School Vacations:

▶ Tue, 26Dec Wed, 27Dec Thu, 28Dec Fri, 29Dec
▶ Tue, 20Feb Wed, 21Feb Thu, 22Feb Fri, 23Feb
▶ Tue, 16Apr Wed, 17Apr Thu, 18Apr Fri, 19Apr

NOTE: To avoid charges for previously scheduled dates you want to drop, you must submit this Drop/Add form by the 15th of the month **prior to** the month in which the dates are to be dropped. (Example: to drop any dates in the December vacation without charge, you must submit this Drop/Add Form by November 15th).

ADD

Mark the days you would like to add to your child's schedule:

TPD Days:

Tuesday, 7Nov Friday, 15Mar

School Vacations:

▶ Tue, 26Dec Wed, 27Dec Thu, 28Dec Fri, 29Dec
▶ Tue, 20Feb Wed, 21Feb Thu, 22Feb Fri, 23Feb
▶ Tue, 16Apr Wed, 17Apr Thu, 18Apr Fri, 19Apr

NOTE: Days you would like to add may not be available. Please submit your selections to our office and we will contact you to confirm availability for any day you request.

REMINDERS:

- ▶ Submit all TPD and School Vacation schedule changes with this form; please send it (as a pdf document or a photo) by email to kidsclub@bedfordma.gov or drop it off at Kids' Club.
- ▶ This Drop/Add form must be submitted by the 15th of the month prior to the month in which you are changing previously scheduled dates in order to avoid charges for any dates you want dropped. For example, to drop November 7th, you must submit this form by October 15th in order to avoid the \$78 charge for that day.
- ▶ Payment for Teacher Professional Days and School Vacation Days is due at the start of each month in which they are scheduled.

Parent Signature _____ Date _____