Extended Day Program
Schedule Change/Withdrawal Form

Student Name(s): _____ **Parent/Guardian Name:** _____

A two-week notification is required if you plan to change your child's schedule (i.e., 3 days a week to 5 days a week).

DISMISSAL & SCHEDULE CHANGES

It is the parent's responsibility to complete and submit the PVA Dismissal Change Form prior to 12:00PM as well as, notify the Extended Day Coordinator of any transportation changes - 904-547-4197 or email Gayla.Wilkins@stjohns.k12.fl.us

EARLY WITHDRAWAL POLICY

A two-week notice is required, in the event of early withdrawal from the Extended Day Program. All tuition payments paid prior to withdrawal will be forfeited. You must submit your request to withdraw via email. We cannot guarantee that a space will be available should you decide to re-enroll your child following their withdrawal.

Current Schedule: _____

Desired Schedule (Specify Days): _____

New Schedule Start Date: _____

Withdrawal Date: _____

Parent/Guardian Signature: _____ **Date**: _____

For Office Use Only

Received:_____

QuickBooks Updated:_____

Rosters Updated:_____