

Advance Notification of Absence/Withdrawal/Change

DATE: _____ ESP SITE: _____

PARENT NAME: _____

CHILD(REN) NAMES: _____

Advance Notification of Absence: If your child will be absent for a week for vacation, please provide written notice one week in advance with the dates of the vacation. If you do not provide written notice at least one week in advance you will be charged for the week of vacation. Two weeks' vacation per year may be used without fees with the required Advance Notification. This advance notice shall apply to full weeks (Monday through Friday) only. The vacation week must be consecutive days and may not be broken into individual days.

My child(ren) will be absent for the full week(s) of:

Withdrawal from ESP: If you withdraw your child from the ESP program without advance notice of one week in advance, you will be charged for one week of absence, after that time we will not hold your child's spot in the program.

I am withdrawing my child(ren) from the Extended School Program.
The last day my child(ren) will attend the program will be:

Last day attending ESP: _____

Change in schedule

Please provide written notice one week in advance of the next week's/month's payment due date.
Current days _____

Change to the following days of the week schedule

Reason for the change in days _____

Effective - beginning the week/month of _____

Parent Signature:

Date:

Date received: _____ Approved by ESP Site Director _____