



Center City Public Charter Schools

Character, Excellence, Service

Morning Academy and Extended Learning Change of Services Form

In order to change your Extended Day services, families must submit a change of services form to their campus main office by the 16th of the month. As long as space is available in the programs that families request, families will be allowed to attend the programs that they requested the month after the form was submitted.

****Please note: YOU MUST COMPLETE A FORM FOR EACH CHILD FOR WHOM YOU ARE REQUESTING A CHANGE IN SERVICE.**

Central Office will contact families within 48 hours of receipt to confirm:

1. If there is space in the programs requested and whether or not their child will be allowed into the program the upcoming month or placed on a waitlist.
2. The monthly fee , payment options, and due dates

Student First Name: _____ **Student Last Name:** _____

Campus: _____ **Grade:** _____

Parent First Name: _____ **Parent Last Name:** _____

Parent Phone Number: _____ **Parent Email Address:** _____

Current Extended Day Services (check all Extended Day services for which your child is currently registered):

___ Morning Academy ___ Extended Learning (Monday-Friday) ___ Extended Learning (Friday ONLY)

NEW Extended Day Services (check all Extended Day services for which you would like to register your child):

___ Morning Academy ___ Extended Learning (Monday-Friday) ___ Extended Learning (Friday ONLY)

___ Middle School Clubs (*please note: Enrollment in Middle School Clubs is NOT CANCELLABLE*)

By signing below, I acknowledge that:

- I am requesting to change my current Extended Day Services.
- I understand that a change of service request after the on-set of a new service month will not result in refunding of fees for that month.
- I understand that the submission of this form is my request to change services, and that Central Office will notify me to confirm when my services have actually been changed.

Parent/Guardian Signature

____/____/____
Month Day Year

Office Use Only: Date Received: _____ Received by name: _____ Date Received by Central Office: _____
