



SCHEDULE CHANGE REQUEST FORM

ONE FORM PER CHILD

Schedule Changes can not be guaranteed. Request for Schedule change must be submitted 10 business days prior to the week you wish the schedule change to take effect, if approved. A \$5.00 service fee will be charged for all schedule changes. **This schedule change will not be processed without a \$5.00 payment attached.** Acceptable forms of payment include cash, check or credit card. By signing below, you are authorizing the Geneva Park District to change your monthly payment, if applicable. **Filling out this form does not guarantee a schedule change. Changes will be allowed based on availability at the specific site.** Please submit form to one of the following: Sunset Community Center- 710 Western Avenue, Fax to (630)232-4569 or email to info@genevaparks.com

Child's Name _____

Parent's Name _____

School/KZ Site _____

Phone Number _____

Change to become effective the week of: _____

NEW Schedule Requesting

AM OPTIONS:

- ☐ 5 day| 6:30-8am
☐ 3 day| 6:30-8am

PM OPTIONS:

- ☐ 5 day| 2:15-6pm
☐ 3 day| 2:15-6pm

AM & PM OPTIONS:

- ☐ 5 day| 6:30-8am & 2:15-6pm
☐ 3 day| 6:30-8am & 2:15-6pm

If 3 day option was chosen, please indicate your 3 days: (must be consistent):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

\$5 Schedule Change Fee (credit card listed below):

Visa Mastercard Discover Amex

Name on Card _____ Billing Zip Code _____

Card Number _____ Expiration Date _____ CVV _____

***I authorize the Geneva Park District to charge the \$5 schedule change fee. In addition, I authorize the Geneva Park District to prorate my account to reflect money owed/or to be refunded and to change my monthly payment to reflect the new schedule.**

Signature _____

Print Name _____

Date _____

For Office Use Only

Current Status: _____ Approved by: _____ Date: _____ Effective: _____

☐ Confirmed Parent/Legal Guardian Enrolled Child in program. Roster change completed _____

Processed by: _____ Date Processed: _____