

Advance Notification of Absence or Withdrawal

If your child will be absent for a week, you will be charged for that week unless you provide a written notice one week in advance.

This advance notice shall apply to full weeks (Monday through Friday) only.
There will be no rate adjustments for partial weeks.

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

DATE: _____

ESP SITE: _____

PARENT

NAME: _____

CHILD(REN)

NAMES: _____

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

I am withdrawing my child(ren) from the Extended School Program.

The last day my child(ren) will attend the program will be:

Parent Signature:

Date: