

**Ocean Township Extended Day Program
School Year 2023-2024**

Change of Schedule

Club Change

Child's Name: _____ Grade: _____ Teacher: _____ Date: _____

Parent(s)/Guardian(s) with whom child resides:

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

E-mail Address: _____ Club attending _____

There may be a late fee of **\$5.00 per 15 minute of lateness (after 6:00 PM)**

SCHEDULE: All accounts will be billed based on your selection. Regardless of attendance to the program and/or school (including absences), you will be charged for the days you have selected. In the event of a schedule change a new form will need to be completed and returned two weeks prior to the requested change.

Parents would never be charged if a child attends a school club. However, if a child attends extended day after the school club, they would be charged.

Effective Date : _____ **Club Dates:** _____

Child will attend Extended Day after club

A.M.

P.M.

Please circle days on which child will attend.

Please circle days on which child will attend.

M T W TH F

M T W TH F

In the event of an emergency change to your child's schedule, a note must be sent to the main office to avoid any transportation confusion.

Parent's Signature: _____ Date: _____

Please fill out and sign. Mail or drop off change of schedule form 2 weeks prior to the date of change.

*****Please return to extended day**