



## Contract/Schedule Change Form

Please complete and send to the Kid Connection Office  
 Fax: 651-460-3210

Today's Date \_\_\_\_\_ Date Received in Office \_\_\_\_\_

Child's Name (please print) \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Kid Connection Location: \_\_\_\_\_

**Change in Personal Information (circle one):    Add            Delete            Change**

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Additional Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Other: \_\_\_\_\_

### Change to Schedule

Schedule changes will go into effect 5 business days from date form is received in the Kid Connection Office. A Contract Change Fee of \$20.00 will be applied to your child's account and processed to your card on file for this request.

Current Schedule <small>(circle sessions)</small>				New Schedule <small>(circle sessions)</small>			
Monday	BS	K	AS	Monday	BS	K	AS
Tuesday	BS	K	AS	Tuesday	BS	K	AS
Wednesday	BS	K	AS	Wednesday	BS	K	AS
Thursday	BS	K	AS	Thursday	BS	K	AS
Friday	BS	K	AS	Friday	BS	K	AS

**Session Codes**

BS = Before School (6am to school start)  
 K = Kindergarten Complement (opposite of kindergarten time)  
 AS = After School (school end to 6pm)

Withdraw from Kid Connection Effective Date \_\_\_\_\_

\* Please note that the effective date must be 2 weeks from the date notice is submitted to Kid Connection Office\*

Date schedule change will go into effect: \_\_\_\_\_

(must be at least 5 days after form is received in office)