



**YMCA of Greater St. Paul  
YMCA of Metropolitan Minneapolis**

2125 E. Hennepin Avenue  
Minneapolis, MN 55413  
Phone: (612) 230-9622 Fax: (612) 465-0559

**2009-10 Childcare ~ School Age Care ~ Kindergarten ~ Preschool  
Change of Schedule / Cancellation Form**

**Reminder:**

Written notice of permanent contract changes and/or contract cancellation are required on **Monday morning ONE WEEK PRIOR** to the week of service. Please note that there is a three session minimum per week unless otherwise specified in your School program. Additional charges may apply according to current policy. Please refer to program guide for applicable fees.

**Participant Information – Must Be Completed**

Today's Date: \_\_\_\_\_ Branch Name: \_\_\_\_\_ Site School Name): \_\_\_\_\_

Participant's Name(s): \_\_\_\_\_

**Flexible Schedule Participants Only (Schedule Change Calendar):**

(Circle all applicable) AM PM Both

Effective Date: \_\_\_\_\_ (list all weeks for change)

Week of: \_\_\_\_\_ Scheduled Days: \_\_\_\_\_

Week of: \_\_\_\_\_ Scheduled Days: \_\_\_\_\_

Week of: \_\_\_\_\_ Scheduled Days: \_\_\_\_\_

Week of: \_\_\_\_\_ Scheduled Days: \_\_\_\_\_

**Change to Schedule (One Week Only):**

(Circle all applicable) AM PM Both

Effective Week of: \_\_\_\_\_ Days for new Schedule: \_\_\_\_\_

***Please note: Any decrease in scheduled days will result in minimum sessions charged per site requirements.***

**Program Cancellation:**

AM PM Both Reason for cancellation

Effective Date of Cancellation: \_\_\_\_\_

**Permanent Schedule Change:**

**(Enter New Schedule Only)**

AM PM Both

Effective Week of: _____	Monday	___	___	___
	Tuesday	___	___	___
	Wednesday	___	___	___
	Thursday	___	___	___
	Friday	___	___	___

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Phone: hm (\_\_\_\_) \_\_\_\_ - \_\_\_\_ work/cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Internal Use Only:**

Date Received in BC: \_\_\_\_\_ YMetro Change Completed By: \_\_\_\_\_

Date Change Completed: \_\_\_\_\_ YMetro Member #: \_\_\_\_\_