



Extended Day Program Schedule Change/Withdrawal Form

For Office Use Only
Received: _____
Quickbooks Updated: _____
Rosters Updated: _____

Student Name(s): _____ Parent/Guardian Name _____

A two-week notification is required if you plan to change your child's schedule.

Dismissal and Schedule Changes

It is the parents responsibility follow POA's dismissal change policy as well as, notify the Extended Day Coordinator of any transportation changes via email Lauren.leddy@stjohns.k12.fl.us

Early Withdrawal Policy

A two-week notice is required, in the event of early withdrawal from the Extended Day Program. All tuition payments paid prior to withdrawal will be forfeited. You must submit your request to withdraw via email. We cannot guarantee that a space will be available should you decide to re-enroll your child following their withdrawal.

Current Schedule: _____

Desired Schedule: _____

New Schedule Start Date: _____

Withdrawal Date: _____

Parent/Guardian Signature: _____