

**Paradigm Care & Enrichment Center**

**Today's Date:** \_\_\_/\_\_\_/\_\_\_

**Child's Full Name:** \_\_\_\_\_

**CHANGE IN SCHEDULE FORM**

**CURRENT SCHEDULE:** \_\_\_ M \_\_\_ T \_\_\_ W \_\_\_ TH \_\_\_ F Hours of: \_\_\_ : \_\_\_ AM- \_\_\_ : \_\_\_ M

Paradigm staffs two weeks out based on the current number of enrollment. Therefore a full 2 school weeks of notice is required so that Paradigm can guarantee its staff employment for the next 2 weeks. Notice given in the middle of the week will not count for the current week and will begin on the next full school week.

\_\_\_ M \_\_\_ T \_\_\_ W \_\_\_ TH \_\_\_ F Hours of: \_\_\_ : \_\_\_ AM- \_\_\_ : \_\_\_ M To begin on \_\_\_/\_\_\_/\_\_\_ which is at least 2 full school weeks from today's date. Your tuition will now be due on the first day of the week that you selected above by 11AM.

\_\_\_\_\_  
Parent Signature

**Office Use Only**  
Date form received in office \_\_\_/\_\_\_/\_\_\_  
 EZ-Care  
 Attendance Roster

-----OR-----

**NOTICE OF WITHDRAWAL**

**(Written notification of withdrawal is required)**

Withdrawal date for calculation of tuition charges or credits at time of termination will be as follows per your signed agreement:

WITHDRAW/SCHEDULE CHANGE

A mandatory 2 full school weeks' (meaning Monday-Friday) notice in writing on Paradigm's Withdraw/Change of Schedule Form is required in order to make any schedule changes for my child including withdraw. All schedule changes are subject to approval by the Directors. If your child needs to attend on a day they are not normally scheduled, you must contact a Director to see if there is room for your child for the additional days. Your account will be charged for additional days. For staffing reasons, we are not able to swap days you have schedule for non-scheduled days but if ratios allow, we can add days. Withdrawal forms are located in the lobby and cubby areas.

SECURITY DEPOSIT

We understand that if we have a security deposit on file, it will be applied towards paying our child's remaining tuition only we provide sufficient two full school weeks' notice in writing on a MONDAY using Paradigm's Withdraw/Change of Schedule Form. We understand that if my Security Deposit does not cover our last two weeks of tuition we will be responsible for paying the balance. Security deposits are non-refundable when a spot has been held for a student who does not begin attendance with Paradigm Care & Enrichment Center after signing this agreement. Security deposits are non-refundable and can only be used for physical in attendance tuition. No schedule changes for my child may be made with regards to my tuition amount for those last two weeks. Security deposits adjust to match any schedule or tuition rate changes for our child while in attendance. Parents receiving FIA Reimbursement from FIA via the state of Michigan shall have their Security Deposit waived because the final two weeks will be reported and thus paid.

Paradigm staffs two weeks out based on the current number of enrollment. Therefore, a full 2 school weeks of notice is required so that Paradigm can guarantee its staff employment for the next 2 weeks.

My child's last day at Paradigm will be \_\_\_/\_\_\_/\_\_\_ which is at least 2 full school weeks from today's date. I understand that if I give notice in the middle of the week I will still be responsible to pay for this week and my security deposit will be applied towards paying the next two school weeks. I am responsible for payment of tuition that my security deposit does not cover at Paradigm Care & Enrichment Center's current rates.

\_\_\_ My child will be returning to Paradigm Care & Enrichment Center in the fall. My security deposit shall remain with Paradigm Care & Enrichment Center to hold my child's spot. I understand that my security deposit is non-refundable if a spot is held for my child and my child ends up not attending/returning to Paradigm Care & Enrichment Center. I understand there will be a non-refundable \$50.00 re-enrollment fee.

\_\_\_ My child will be returning to Paradigm Care & Enrichment Center but I would like to use my security deposit now and repay it upon my return. I understand that Paradigm Care & Enrichment Center cannot guarantee a spot for my child without a paid security deposit. I understand there will be a non-refundable \$50.00 re-enrollment fee.

\_\_\_ My child will not be returning to Paradigm Care & Enrichment Center please apply my security deposit.

\_\_\_ My child will not be returning to Paradigm Care & Enrichment Center. I do not have a security deposit on file because it was waived for DHS assistance or military based funding. I am providing two full school weeks (Monday-Friday) notice of withdraw.

**NOTICE: Security Deposits are non-refundable and can only be used towards physical in attendance tuition. If you un-enroll and plan to re-enroll, but do not end up re-enrolling your Security Deposit is non-refundable.**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_