

1875 South Greeley Street
Stillwater, MN 55082



School Year Contract Change and/or Withdrawal Form

Complete and Email to: adventureclub@stillwaterschools.org
Fax to: 651-351-8401
Mail to: Adventure Club and Spin, 1875 South Greeley Street, Stillwater, MN 55082
Questions? Call 651-351-8458

Parent/Guardian Full Name (please print) _____

Child/ren _____ Site _____

**Submit
Notice**

*Request for Contract Changes or Withdrawals must be submitted to the business office, **requiring a minimum two week notice.** Schedule changes within your contract must be made online through our registration system. **All contract changes will result in a \$20 fee.***

I want to **WITHDRAW** from the program. Last day of attendance _____
Minimum two week notice

Reason for withdrawing _____

Parent/Guardian signature _____ Date _____

I want to **CHANGE MY CONTRACT** A \$20.00 fee will be charged to your account.

Pick Your Days (Pick days online by the 15th of each month for the following month)

Drop in Care (Request care at least 24 hours in advance, based on availability)

Consistent Schedule (Same schedule every week - Select your schedule below)

Before School Monday Tuesday Wednesday Thursday Friday

After School Monday Tuesday Wednesday Thursday Friday

INDICATE DATE YOU WOULD LIKE New Schedule to begin: _____

Minimum Two Week Notice

Since I am required to pay for my existing contract for two weeks, I will send my child for the remaining contracted dates.

I will not send my child even though I am paying for the care.

Parent/Guardian Signature: _____ Date _____

Office Only

New Schedule will begin on (date) _____

Contract change was received on _____ Copy to Site _____

Adjustments:

Credit: \$ _____ Dates _____

Additional Charges: \$ _____ Dates _____