



K-Prep Learning Center
3943 Columbia Avenue, Columbia PA 17512

Temporary Schedule Change Request

Please complete and hand in *at least 2 weeks prior to schedule absence.*

Student Full Name

Current Schedule Monday Tuesday Wednesday Thursday Friday

1. Families can choose to **Not Attend** or change from **full-time to part-time** (and save full-time space) with the following requirements.
 - Schedule change is for 4-14 consecutive weeks.
 - Part-time days must be the same each week.
 - The schedule change is consistent for the entire 4-14 weeks.
 - This form has been filled out and signed **two full weeks before the requested absence.**

2. Families that choose to **Not Attend** and hold their space for up to 14 weeks* have these additional requirements.
 - Weekly tuition cost is 25% of the weekly tuition for the space being saved.
 - The family is enrolled in autopay.
 - Choosing to leave without completing this form and then re-enrolling may result in a \$400 re-enrollment fee and available space is **not guaranteed.**
 - The return classroom will be determined prior to your child's absence, as best as reasonably possible.

Please select and complete one appropriate section.

Not Attending

Date of First Day of Absence – (Should be a Monday)

Date of Last Day of Absence – (Should be a Friday)

Schedule Change

Days of the week attending school on *new* schedule.

Monday Tuesday Wednesday Thursday Friday

Date that the new schedule starts. (Should be a Monday)

Date to resume previous schedule. (Should be a Monday)

Individual completing form Date

Typing your name counts as authorized signature.



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Tuition Information July 1, 2024 – June 30, 2025

Classroom & Schedule	2024-25 Rates	25% leave rate
Infant 5 Day Full-Time Care	\$336.00	\$84.00
Infant 3 Day Part-Time Care	\$235.00	\$58.75
Infant 2 Day Part-Time Care	\$168.00	\$42.00
Toddler 5 Day Full-Time Care	\$331.00	\$82.75
Toddler 3 Day Part-Time Care	\$231.00	\$41.25
Toddler 2 Day Part-Time Care	\$165.00	\$41.25
Preschool /PK 5 Day Full-Time	\$285.00	\$71.25
Preschool / PK 3 Day Part-Time	\$200.00	\$50.00
Preschool / PK 2 Day Part-Time	\$143.00	\$35.75

- **Weekly childcare schedule must be consistent** to qualify for part-time rates
- All rates are for full day care during operating hours.
- Lunch & Snacks are provided and included in tuition rates
- 10% Discount on *oldest child* for sibling groups.
- Tuition information is effective July 1, 2024 – June 30, 2025
- ELRC is accepted. Weekly rate is individual, based on parent co-pay **and** additional cost.