



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.

* If you want to leave for longer than 14 weeks and **guarantee** a space, \$400 fee for up to 6 months of absence.

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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Classroom & Schedule	2023-24 Rates	25% leave rate
Infant 5 Day Full-Time Care	\$313.00	\$78.25
Infant 3 Day Part-Time Care	\$218.00	\$54.50
Infant 2 Day Part-Time Care	\$155.00	\$38.75
Toddler 5 Day Full-Time Care	\$303.00	\$75.75
Toddler 3 Day Part-Time Care	\$213.00	\$53.25
Toddler 2 Day Part-Time Care	\$151.00	\$37.75
Preschool /PK 5 Day Full-Time	\$258.00	\$64.50
Preschool / PK 3 Day Part-Time	\$183.00	\$45.75
Preschool / PK 2 Day Part-Time	\$130.00	\$32.50

- **Weekly childcare schedule must be consistent** to qualify for part-time rates
- All rates are for full day care during operating hours 6:30am – 6pm Monday thru Friday
- Lunch & Snacks are provided and included in tuition rates
- 10% Discount on *oldest child* for sibling groups.
- Tuition information is effective July 1, 2023 – June 30, 2024
- ELRC is accepted. Weekly rate is individual, based on parent co-pay **and** additional cost.