



## ***Change in Care Request***

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To: YMCA Child Care Finance Office

*Please be advised that I am giving the YMCA **10 business days notice** for my child(ren) below as per the YMCA's Procedure for notice of change in care.*

Parent/Guardian Name: \_\_\_\_\_

Child Name: 1. \_\_\_\_\_ Location: \_\_\_\_\_

Child Name: 2. \_\_\_\_\_ Location: \_\_\_\_\_

Child Name: 3. \_\_\_\_\_ Location: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Change in care requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Subsidy was notified: Yes  No  Not Applicable**

I, \_\_\_\_\_, understand that my request is pending approval from the Child Care Supervisor.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Comments: \_\_\_\_\_

**For Office Use:**

Finance Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_