

**SRCS CHILD CARE PROGRAM  
CHANGE / DROP / VACATION CREDIT WRITTEN NOTICE FORM**

(This form is due by the last day of the month or a two-week notice is required.)

\*Indicates required field

Date Received \_\_\_\_\_

\*Today's date: \_\_\_\_\_

Staff Initial \_\_\_\_\_

\*Child's Name: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

\*Child-Care Center Attending:

\_\_\_\_\_ Proctor Terrace-PT \_\_\_\_\_ Hidden Valley-HV ([cthomases@srcs.k12.ca.us](mailto:cthomases@srcs.k12.ca.us)) Cami PT & HV

\_\_\_\_\_ Arts Charter-AC ([lgueretta@srcs.k12.ca.us](mailto:lgueretta@srcs.k12.ca.us)) Lindsey-AC

\_\_\_\_\_ Cesar Chavez-CCLA \_\_\_\_\_ French-American Charter-FAC ([rgueretta@srcs.k12.ca.us](mailto:rgueretta@srcs.k12.ca.us)) Rosie CCLA & FAC

**Complete the following information if changed:**

We MOVED: \_\_\_\_\_ YES \_\_\_\_\_ NO New Phone Number \_\_\_\_\_ YES \_\_\_\_\_ NO

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET/P.O. BOX CITY ZIP CODE

**\*I understand that this form is required to receive a credit, change hours to my account or to drop my child from the program. The child-care office must receive this form by the last day of the month for any change occurring in the following month. The two-week notice is not required if this form is received by the last day of the month prior to the change.**

**CHANGE HOURS:**

\*Current Hours per Week:

\_\_\_\_\_ Less than 12.5 hours per week

\_\_\_\_\_ 12.5 to 25 hours per week

\_\_\_\_\_ AM DROP IN

\_\_\_\_\_ Kinder Care Drop-In

\*Change Hours to:

\_\_\_\_\_ Less than 12.5 hours per week

\_\_\_\_\_ 12.5 to 25 hours per week

\_\_\_\_\_ AM DROP IN

\_\_\_\_\_ Kinder Care Drop-In

**DROP:**

\_\_\_\_\_ **DROP** my child from the child-care program

\*Effective date: \_\_\_\_\_

**VACATION CREDIT:**

\_\_\_\_\_  
*List Vacation Weeks-Must be 5 consecutive days, Monday through Friday.*

\*Parent's Name \_\_\_\_\_  
(Please Print)

\*Parent's Signature \_\_\_\_\_

**PLEASE SIGN AND RETURN TO CHILD CARE**

mp 8-1-21