

Information Update

Child's Name: _____ Date: _____

I would like to change/update the following information:	
<input type="checkbox"/>	Contact Information
<input type="checkbox"/>	Permission to Release Child
<input type="checkbox"/>	Emergency Contact
<input type="checkbox"/>	Child's Medical Information
<input type="checkbox"/>	Hours and/or Days of Attendance (*Must be approved by Administration)
<input type="checkbox"/>	Adding or Withdrawing From Enrichment Programs (Semester commitments required)
<input type="checkbox"/>	Adding or Withdrawing From an Extracurricular Activity All activities are charged the full amount for the month, even when starting or withdrawing in the middle of the month
Please describe details of change below. Make sure to include complete address with city, state, zip & phone # for any contact changes; and/or specific program or activity your are adding or withdrawing from.	
Parent Signature _____	Date _____

Initials/Date	For School Use Only:
<input type="checkbox"/>	Update contact info, medical info, and/or release info in ProCare
<input type="checkbox"/>	Update program, child tracking, comments, schedule in ProCare
<input type="checkbox"/>	Update ledger and billing in ProCare; update late fee billing
<input type="checkbox"/>	Update WRE in ProCare
<input type="checkbox"/>	Notify Family Services
<input type="checkbox"/>	Notify Teachers
<input type="checkbox"/>	Update Excel roll sheet
<input type="checkbox"/>	Reviewed by Administration