



LA MESA-SPRING VALLEY SCHOOLS

SMARTSTEPS PRESCHOOL

Program Change/Withdrawal Request

School Location(s): _____ Date: _____

Parent Name: _____

First Child: _____

Second Child: _____

Program Change
Account will be adjusted accordingly.

Current Schedule: _____ New Schedule: _____ Effective Date: _____

Withdrawal from SmartSteps Pre-school
(A two-week written notice is required when dropping from the SmartSteps program. If a two week written notice is not received, your account will be charged for the current month. A non-refundable re-admission fee of \$25 is charged each time per family and must be collected prior to re-enrolling your child(ren) back into the SmartSteps Program).

Last day of participation in SmartSteps: _____

Brief explanation:

Parent Signature _____

Teacher Signature _____

SmartSteps Acct Tech. _____

Copy to Teacher [] Copy to School Office Manager [] Copy to Billing Dept [] Copy to Parent []

Form can be faxed to: (619) 668-8309