



**SMARTSTEPS PRESCHOOL**  
Program Change/Withdrawal Request

Date: \_\_\_\_\_

School:  Fletcher Hills SmartSteps  Maryland Avenue SmartSteps

Parent Name: \_\_\_\_\_

First Child: \_\_\_\_\_

Second Child: \_\_\_\_\_

**Program Change**-Account will be adjusted accordingly.

Current Schedule:

|   |
|---|
| <input type="checkbox"/> <b>2 days- Tuesday/Thursday</b>        |
| <input type="checkbox"/> <b>3 days- Monday/Wednesday/Friday</b> |
| <input type="checkbox"/> <b>5 days</b>                          |

New Schedule:

|   |
|---|
| <input type="checkbox"/> <b>2 days- Tuesday/Thursday</b>        |
| <input type="checkbox"/> <b>3 days- Monday/Wednesday/Friday</b> |
| <input type="checkbox"/> <b>5 days</b>                          |

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



# LA MESA-SPRING VALLEY SCHOOLS

## PROGRAMA PREESCOLAR SMARTSTEPS

Cambio de Programa /Solicitud de Retiro

Fecha: \_\_\_\_\_

Escuela:  Fletcher Hills SmartSteps  Maryland Avenue SmartSteps

Nombre del Padre/ Madre: \_\_\_\_\_

Primer Niño (a): \_\_\_\_\_

Segundo Niño (a): \_\_\_\_\_

Cambio de Programa-La cuenta se ajustará debidamente.

Horario Actual:

|  |
|--|
| <input type="checkbox"/> 2 días- Martes/Jueves           |
| <input type="checkbox"/> 3 días- Lunes/Miércoles/Viernes |
| <input type="checkbox"/> 5 días                          |

Horario Nuevo:

|  |
|--|
| <input type="checkbox"/> 2 días- Martes/Jueves           |
| <input type="checkbox"/> 3 días- Lunes/Miércoles/Viernes |
| <input type="checkbox"/> 5 días                          |

Fecha Efectiva: \_\_\_\_\_

Retiro de Preescolar SmartSteps

Se requiere un aviso por escrito de dos semanas al abandonar el programa SmartSteps. Si no se recibe un aviso por escrito de dos semanas, se le cobrará a su cuenta el mes en curso. Se cobra una tarifa de re-admisión no reembolsable de \$ 25 cada vez por familia y debe recogerse antes de volver a inscribir a sus hijos en el Programa SmartSteps.

Ultimo día de participación en SmartSteps: \_\_\_\_\_

Breve Explicación:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Firma padre/madre

\_\_\_\_\_  
Firma de Maestro

\_\_\_\_\_  
Firma Encargado de Cuentas

( ) Copy to Teacher

( ) Copy to School Office Manager

( ) Copy to Billing Dept

( ) Copy to Parent

El formulario se puede mandar por FAX al: (619) 668-8309