



# DROP-IN DAY REQUEST FORM

## **Drop-In Request Policy**

If you are needing your child to attend school on a day they are not scheduled for, please be sure to stop by the office to fill out a form. We ask that you turn in your request to the office or notify the office **1-week prior** to your requested drop-in day for approval. *\*A form must be submitted and approved by the office for your child to attend a drop-in day.*

Drop-in days will vary based on availability and if there is an opening spot on the date requested below and does not guarantee that your child will have a spot in their assigned class.

Child's Name \_\_\_\_\_

Date(s) Requesting for Drop-In: \_\_\_\_\_

- Morning Preschool Program (AM)
- Afterschool Preschool Program (PM)
- Both Morning/Afterschool Preschool Program

### **Payment Type:**

- Check (Attached)
- Cash (Attached)
- Will pay on Brightwheel Account

Please accept this drop-in form as my 1-week notice as required by Heritage School of Discovery. I acknowledge that payment is due and will be accepted or charged on the date this form is submitted to the office. I authorize payment on the checked method.

Parent Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* Drop-in charges will be invoiced to your Brightwheel Account. Please be sure to log in to your BW account to access your approved request and view your tuition statement(s).**

----- OFFICE USE BELOW LINE -----

Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Adjusted Invoice \_\_\_\_\_

MONTH OF: \_\_\_\_\_