

# LEAP Afterschool

## Cancellation Form

The Oakbrook Terrace Park District understands that your family's schedule can change. If you need to cancel your child's participation in the LEAP Afterschool Program, please fill out the information below. Cancellation forms MUST be submitted to [info@obtpd.org](mailto:info@obtpd.org) or turned into the Heritage Center (1S325 Ardmore Ave). Please be sure to let us know by the 19<sup>th</sup> of the month before the cancellation goes into effect. Any family that submits a cancellation form after the 19<sup>th</sup> of the month will be charged for the following month.

It is the parent/guardian's responsibility to notify their child's school, teacher, and LEAP Director of their last day.

Today's Date: \_\_\_\_\_

Child's Last Name: \_\_\_\_\_ Child's First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Last Day of Attendance: \_\_\_\_\_

Reason for Cancellation: \_\_\_\_\_

ALL CANCELLATION MUST BE SUBMITTED BY THE 19<sup>TH</sup> OF THE MONTH TO [info@obtpd.org](mailto:info@obtpd.org). The Park District does not offer refunds or prorations for participants who miss the program due to vacation, extended absences or sick days.

I've read and understood the cancellation policy.

Signature of Acknowledgment: \_\_\_\_\_

### OBTPD OFFICE USE ONLY

Date received: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

