

LEAP Afterschool

Day's Change Form

The Oakbrook Terrace Park District understands that your family's schedule can change. If you need to change the days of the week your child attends LEAP Afterschool Program, please fill out the information below. Please be sure to let us know by the 19th of the month before the change goes into effect. Any family that submits a change form after the 19th of the month will be charged for the original days for the following month. Change forms MUST be submitted to info@obtpd.org or turned into the Heritage Center (1S325 Ardmore Ave).

Today's Date: _____

Child's Last Name: _____ Child's First Name: _____

Phone Number: _____ Email: _____

Month change goes into effect: _____

Monday	Tuesday	Wednesday	Thursday	Friday
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Any family that submits a change form after the 19th of the month will be charged for the original days for the following month. 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 policy.

Signature of Acknowledgment: _____

OBTPD OFFICE USE ONLY

Date received: _____ Employee Initials: _____



LEAP Afterschool

Credit Card Change Form

Today's Date: _____

Child's Last Name: _____ Child's First Name: _____

Phone Number: _____ Email: _____

If monthly payment is declined, there will be a \$25 Late Fee. Due to so many registrations within the program, unfortunately, we are not able to waive this fee for any reason. Declined monthly payment and Late Fee must be paid by noon the following business day. If payment is not made by the dates indicated, it will result in your child's removal from the program. If you have a lost, stolen, or expired debit/credit card, stolen identity issue, banking problems, divorce situation, it will be your responsibility to notify Alesha Reed the Rentals & Customer Experience Supervisor to update your payment information.

Questions regarding your monthly payment plan can be directed to the Rentals & Customer Experience Supervisor, Alesha Reed, phone: (630)-627-6100 or email: info@obtpd.org.

Month of LEAP	Aug/ Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May/ Jun.
Payment Date	8/20	9/20	10/21	11/20	12/20	1/20	2/20	3/20	4/21

Credit Card Number: A Park District representative will call for updated information.

Expiration Date: _____

By signing below, I authorize Oakbrook Terrace Park District to charge my credit card on the scheduled dates above.

Signature Authorizing Payment: _____

OBTPD OFFICE USE ONLY

Date received: _____ Employee Initials: _____

