Drop / Add Request Form

Child's Name:_____Grade:_____

Request to Drop / Add the week of:_____
(Circle One)

- Bright Horizons Clubhouse at West Cary attempts to fulfill all requests submitted at least two-weeks in advance.
- Requests will only be granted in full week increments.
- Drop requests will only be granted when The Clubhouse finds another family to take the week requested. *Otherwise, payment for the week is due in full.*
- Add requests will be granted as space is available.

You will receive notification of the status of your request as indicated on the bottom portion of this form. Please contact one of our administrative personnel if you do not receive this form back at least one week prior to your request date

I understand the conditions of my request:_____ _____
(Parent Signature) (Date)

❑ Your drop request has been granted and you are released from payment for the week of:

_____

❑ Space is available and you may add on the week of:_____

❑ The Clubhouse is not able to grant your request to add/drop at this time.

_____ _____
Signature of authorized Clubhouse Administrative Personnel Date Sent