



TLC Change & Cancellation Request

2020/21 School Year

The request to change a child’s time block or to cancel enrollment will only be processed if this form is received by childcare.forms@svusd.org by the 15th of preceding month.

All TLC Timeblock Change requests will be reviewed by the Child Care Office due to current student to staff ratios. If the TLC Change request cannot be accommodated, the Child Care Office will reach out to you.

All approved changes or cancellations will go into effect on the 1st of month. Mid-month drops will not be prorated for an early withdrawal. Re-enrollment may be subject to a waitlist as spaces will not be held.

Child’s Full Name: _____

Child’s TLC Location: _____

I am requesting to change TO this time block:

- AM School Session: All Day Care
- AM School Session: After School Only
- PM School Session: All Day Care
- PM School Session: Before School Only
- PM School Session: After School Only

**Sites that only have AM school session options: Cordillera, Del Lago, Glen Yermo, Linda Vista, Montevideo, Robinson, and San Joaquin*

I am requesting to cancel my enrollment in TLC (\$50 registration fee is non-refundable)

Parent/Guardian Name (requesting change/cancellation): _____

Relationship to Child: _____

Authorized Signature: _____

For Office Use Only

Authorized By: _____ Effective Date: _____

Date Processed: _____ ()
initials