



YWCA Summer Kids Place Withdrawal Policy

As stated on the YWCA website under Frequently Asked Questions, the Summer Information Page as well as the Summer Tuition Agreement; all changes, cancellations and substitutions need to be made no later than **5:00pm on May 3, 2019**. After that time, you will be charged for the reserved week, even if you do not attend.

Please understand that the reason we have a deadline for withdrawals is so that we can effectively plan for and operate a quality summer program. This means hiring teachers, planning schedules, purchasing supplies and equipment, scheduling field trips and special events and preparing menus, which are all based on the number of children enrolled.

We do understand that there are situations that arise that may be beyond your control, such as job loss or hospitalization causing a loss of income. When a request to withdraw is received after the **May 3rd** deadline we will review each situation on a case by case basis. Supporting documentation of your situation from an employer or physician must accompany your request for withdrawal. If a waitlist exists for the requested week, we will attempt to fill your child's spot with someone from the waitlist and enable you to withdraw for that week, but this is not a guarantee.

Please email Jenn Hannah, contact information below, for any questions regarding our withdrawal policy or if you need to withdraw your child after the deadline.

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