



CAP CHANGE FORM

Changes in your child's schedule will be accepted with at least one week's notice before the change/drop is to become effective. A \$5.00 service fee will be charged for all schedule changes. By signing below, you are authorizing the Arlington Heights Park District to change your monthly payment and charge the \$5 service fee. Filling out this form does not guarantee a schedule change. Changes will be allowed based on space availability at the specific site. This form should be turned into the Administration Center at 410 N. Arlington Heights Rd., emailed to capregistration@ahpd.org or faxed to 847-385-9425.

Child's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Change Effective Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

Purpose of Completing this Form: (circle one)

- Withdraw from CAP Change CAP options/days Change Saved Credit Card Move to waitlist due to Virtual Classroom

If withdrawing from CAP:

Please list your child's last day of attendance and reason for withdrawal:

If changing CAP option/days:

Days your child is currently attending (please circle):

Table with 2 rows (AM, PM) and 6 columns (Monday-Friday) for current attendance.

Days you are changing to (please circle):

Table with 2 rows (AM, PM) and 6 columns (Monday-Friday) for days to change to.

Change of Saved Credit Card:

For security protection, your full bank card number can not be written on this form. Bank Card Number MUST be entered in your online account as a Saved Credit Card. Login into AHPD Registration. www.ahpd.org/registration Click My Account. Click List Saved Credit Cards. Click Add New to enter a credit card number. Enter the bank card number you wish to use.

Please enter last 4 digits of the NEW bank card saved to your file for CAP: \_\_\_\_\_

Cardholder's/Payer's Name: \_\_\_\_\_

CVC (3 digit code) on the back of your card: \_\_\_\_\_

For Office Use Only

Changed in ActiveNet \_\_\_\_\_ Bank Card Updated \_\_\_\_\_ Payment / Refund details: \_\_\_\_\_

Confirmed Change with Parent \_\_\_\_\_ Roster change completed \_\_\_\_\_ Site Notified \_\_\_\_\_