



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 _____ Phone Number _____

CAP Site _____ Grade _____ Change Effective Date: _____

Parent Signature _____ Today's Date: _____

Purpose of Completing this Form: (check one)

Withdraw from CAP

Change CAP options/days

Change Saved Credit Card

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/registered for (check all that apply):

AM	Monday	Tuesday	Wednesday	Thursday	Friday
PM	Monday	Tuesday	Wednesday	Thursday	Friday

Days you are changing to (please circle):

AM	Monday	Tuesday	Wednesday	Thursday	Friday
PM	Monday	Tuesday	Wednesday	Thursday	Friday

Change of Saved Credit Card:

For security protection, your full bank card number cannot 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: _____

For Office Use Only

Changed in Flex Reg _____ Bank Card Updated _____ Payment / Refund Completed: _____

Roster change completed _____ Master list updated _____ Site Notified _____ Bus list updated _____