



**CITY OF MALDEN, MASSACHUSETTS**

**MALDEN PUBLIC SCHOOLS**

**Jennie McGoldrick**  
District Coordinator Before & After School Programs

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**Cancellation/Request for Changes to Daily Enrollment Form**

<i>Cancellation</i>		<i>Date Completed</i>	
<i>Request for Changes to Daily Enrollment</i>		<i>School</i>	

**Cancellation Policy:** Cancellation from the program requires two weeks’ notice and must be submitted on the *Cancellation/Request for Changes to Daily Enrollment* form. Cancellations should be directed to the MPS Before/Afterschool Program Office only.

**Changes to Daily Enrollment:** Changes to daily enrollment can only be made during the two (2) registration periods before the start of each enrichment session between **December 9<sup>th</sup>-13<sup>th</sup>** or **March 16<sup>th</sup>-20<sup>nd</sup>**, pending space available. The request must be submitted on the *Cancellation/Request for Changes to Daily Enrollment* form and should be directed to the MPS Before/Afterschool Office only. Requests submitted outside of the two (2) registration periods listed above will not be accepted.

<b>Parent Guardians Name(s)</b>	
<b>Child’s Name</b>	
<b>Home Address(City State Zip)</b>	
<b>Email Address</b>	

**Current Schedule**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

**Request for preferred days** (Restrictions may apply due to availability. 3 Day minimum only for K-8. ELC selection must align with school day schedule.)

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Fridays</b>

*Cancellation and/or request for new schedule will take effect two weeks after form has been received.*

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office Use Only**

<b>Date Received</b>	
<b>Approved by</b>	