



## Notice of Long-Term Absence

Child's Name: \_\_\_\_\_ JFK Location: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*Please note: Refunds are not issued for absences/cancellations within the same enrollment month or with less than a two-week notice; the registration fee is non-refundable. Only one Long Term Absence is allowable per enrollment year. To hold your child's space during the absence and guarantee the same days upon his/her return, a \$30.00 fee will be applied per child.*

My child's last day prior to being absent will be: \_\_\_\_\_

Return Date: \_\_\_\_\_ and will be attending (please circle schedule below):

a.m. - M T W Th F

p.m. - M T W Th F

### Long Term Absence Procedure:

1. Absences for one month or greater are considered long term. Return date must be noted above to secure child's space up to three months following date long term absence takes effect. We will not process a LTA without a return date.
2. We cannot accept a LTA request for a school with a waitlist. Your child's spot will be allocated to one on our waiting list.
3. Billing resumes as usual with payment due to the JFK Main Office on the 15<sup>th</sup> of the month for the upcoming month's services tuition will be processed according to your requested payment method.
4. Example: If your child is returning January 1<sup>st</sup>, payment is DUE December 15<sup>th</sup>.

### Billing Preference:

- I've already paid, please deduct the \$30.00 holding fee and apply any credit I may have to my credit card account already on file.
- Please mail me a check for any credit I may have less the \$30.00 holding fee.
- Please keep any credit I may have after deducting the \$30.00 holding fee to be applied towards future billings.
- I have enclosed a check for the \$30.00 holding fee. Check # \_\_\_\_\_
- Please charge my credit card on file for the holding fee.

Please submit completed form to [info@justforkidsonline.org](mailto:info@justforkidsonline.org) or fax it to 716.636.1469.

6265 Sheridan Drive Williamsville NY 14221•716.639.8500•[www.justforkidsonline.com](http://www.justforkidsonline.com)

Date Rec'd / Initial: \_\_\_\_\_

Copy to Registration

Copy to Billing