



SPECTRUM Services

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For Office Use:
Date Received: _____
Initials: _____

Schedule Availability

Return form as soon as possible. Groups are created and scheduled as applications are received.

Please Print Clearly

Date Completed: _____

Student's Name _____

Other Contact Name (Legal Guardian / Next of Kin) _____

Home Phone _____

Mobile Phone _____

Email _____

Age _____ DOB _____ Grade _____

READ THESE IMPORTANT DETAILS

- Most social groups will be scheduled between 10:00 and 7:00 Monday through Friday. These are approximate times and will be adjusted based on student, teacher and facility availability to accommodate each group. Saturday and Sunday groups available on a limited basis.
- If the student is available for sessions before 1:00, (such as students who work during the evening or are homeschooled) please write this on the schedule (see example below).
- Please be aware that receipt of your deposit and schedule preference does not guarantee placement in a group, nor does prior enrollment at Spectrum automatically guarantee space. Group placement is primarily based on matching similar students together for the best possible group interaction and a time when the group can meet together.
- **Please use the following system to fill in every square on the schedule.**
 - Write a "0" if the student can absolutely NOT attend during that time.
 - Write a "1" if you would like this as a preferred time.
 - Write a "2" if this is a possible, but not a preferred time.
- It is important that you be as precise as possible. This part of scheduling is complicated and we rely on the information you provide to us. We will make every attempt to meet your needs. If your schedule changes and you are not available during the time you originally marked it is possible, we may not be able to get you in to a group.
- Those who do not make it into one of the initial groups will be placed on the waiting list and contacted when an opening occurs. We are generally able to place the majority of applicants in groups when we receive applications early.
- **Groups will be scheduled as applications are received. Space in groups is limited.**

Example Schedule Box: "0" indicates the child CANNOT COME

	Mon	Tues	Wed	Thurs	Fri
3:00	0	0	1	1	0
4:30	1	1	1	2	2
5:30	1	0	1	2	2
6:30	2	0	1	2	2

	Mon	Tues	Wed	Thurs	Fri
10:00 – 11:00					
11:00 – 12:00					
12:00 – 1:00					
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:00 – 6:00					
6:00 – 7:00					
7:00 – 8:00					