



## CHILD SCHEDULE CHANGE REQUEST

SCHEDULE CHANGE POLICY: If you wish to change your child's schedule, you must give two weeks written notice to the office. Schedule changes are not guaranteed and are subject to availability.

Child's Name \_\_\_\_\_

Current Schedule: **DAYS :**       5 Day Program       3 Day Program (M,W,F)       2 Days (T,TH)  
**HOURS:**       Preschool Program (Pre—Kindergarten)       After—School  
OTHER \_\_\_\_\_

Requested Schedule Change Date \_\_\_\_/\_\_\_\_/\_\_\_\_

New Schedule : **DAYS :**       5 Day Program       3 Day Program (M,W,F)       2 Days (T,TH)  
**HOURS:**       Preschool Program (Pre—Kindergarten)       After—School  
OTHER \_\_\_\_\_

Please accept this schedule change request as my two weeks notice as required by the Admissions Agreement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

----- OFFICE USE ONLY BELOW LINE -----

Received Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Effective Change Day: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Tuition \$ \_\_\_\_\_

New Tuition \$ \_\_\_\_\_



We have received your schedule change request for \_\_\_\_\_.

Based on our current availability, your new schedule will begin on \_\_\_\_\_.

Your new monthly tuition will be \$ \_\_\_\_\_.

Your new balance of \$ \_\_\_\_\_ is due on \_\_\_\_/\_\_\_\_/\_\_\_\_.