



# SCHEDULE CHANGE REQUEST FORM

**SCHEDULE CHANGE POLICY:** Schedule changes will be accepted up until the 15th of the month the request is submitted (No changes can be made after the 15th of the month). The requested schedule change, will go into effect the 1st day of the following month. Any request submitted after the 15th, your request will be processed at the end of the month and the requested schedule change, will go into effect the 1st day of the following month. Schedule changes are not guaranteed and are subject to availability.

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

Current Schedule:             5 Day     4 Day     3 Day     2 Day

**SCHEDULE:** \_\_\_\_\_

Morning Preschool Program (AM)     Afterschool Preschool Program (PM)

Both Morning/Afterschool Preschool Program (AM/PM)

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

New Schedule:    **DAYS:**     5 Day     4 Day     3 Day     2 Day

**SCHEDULE:** \_\_\_\_\_

Morning Preschool Program (AM)     Afterschool Preschool Program (PM)

Both Morning /Afterschool Preschool Program (AM/PM)

Please accept this schedule change as required by Heritage School of Discovery. I acknowledge that this schedule change will go into effect, with payment due, on the first of the month following this notice. I also acknowledge that not all requests are guaranteed and are subject to availability.

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

*\*Schedule changes will be applied on your Brightwheel Account. Please be sure to log in to your BW account to access your approved request and view your next tuition statement.*

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

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

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

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

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