



SCHEDULE CHANGE REQUEST



If you'd like to change your child's schedule, you must submit this form *at least two weeks* in advance. We'll let you know as soon as possible if the new schedule is available, confirm the start date, and inform you of any adjusted tuition.

Please be aware that if you change your child's schedule, even temporarily, we can't guarantee that we'll have space available to return to your original schedule. *Schedule changes cannot be combined with extended vacation requests.

Temporary schedule changes must be for a minimum of one month (or 4 weeks).

There is no charge for one schedule change per calendar year for each family. There will be a charge of \$50.00 for each schedule change after that.

TODAY'S DATE

/ /

STARTING DATE

/ /

NAME OF CHILD(REN)

TYPE OF CHANGE

ENDING DATE

- permanent change
- temporary change

/ /

NEW SCHEDULE REQUESTED

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ARRIVE	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM
DEPART	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: <input type="checkbox"/> AM <input type="checkbox"/> PM

TO BE COMPLETED BY OFFICE

<p>SCHEDULE CONFIRMED</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>COMMENTS</p>	<p><input type="checkbox"/> changed on printed projections</p>
	<p>NEW TUITION RATE</p> <p>\$ _____ <i>per</i></p> <p><input type="checkbox"/> WEEK</p> <p><input type="checkbox"/> MONTH</p>	<p><input type="checkbox"/> parent/classroom notified</p> <p><input type="checkbox"/> reflected on master summary</p> <p><input type="checkbox"/> noted on log</p> <p><input type="checkbox"/> changed in PC (schedule/billing)</p>

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DATE