



<u>ADMINISTRATION</u>
date received:
approved & processed by:

~CHANGE SCHEDULE REQUEST~

(No more than one change of schedule permitted each 4 week period)

CHILD'S NAME: _____ EFFECTIVE DATE: ___ / ___ / ___

(select one)



<input type="checkbox"/>	~INCREASE SCHEDULE~				
Administrator will confirm availability & contact you if requested schedule is unavailable Please increase my child's schedule to the following days and approximate in/out times...					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
IN / OUT	/	/	/	/	/

<input type="checkbox"/>	~DECREASE SCHEDULE~				
2 weeks' notice is required! Please confirm effective date is no less than 2 weeks after submitted date Please decrease my child's schedule to the following days and approximate in/out times...					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
IN / OUT	/	/	/	/	/

<input type="checkbox"/>	~CANCEL SCHEDULE (Drop-In)~				
REASON: _____					
2 weeks' notice is required! Please confirm effective date is no less than 2 weeks after submitted date IMPORTANT: Registration & Summer Fee must be paid by their due dates to prevent dis-enrollment! IMPORTANT: ONLY for children who attend rarely, with prior office approval, 3 or less days/month!					

<input type="checkbox"/>	~DIS-ENROLL~				
REASON: _____					
2 weeks' notice is required! Please confirm effective date is no less than 2 weeks after submitted date We hope to be of service to your family again in the future!! :)					

I acknowledge this "Change Schedule Request" doesn't change any other part of the original signed "Tuition Payment Agreement", and I understand any new tuition obligations associated with this request

PARENT SIGNATURE: _____ SUBMITTED DATE: ___ / ___ / ___

(Please submit this form to the Administrator...Thank You :)