



<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"/>	<b>~INCREASE SCHEDULE~</b>				
<b>Administrator will confirm availability &amp; contact you if requested schedule is unavailable</b> 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"/>	<b>~DECREASE SCHEDULE~</b>				
<b>2 weeks' notice is required! Please confirm effective date is no less than 2 weeks after submitted date</b> 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"/>	<b>~CANCEL SCHEDULE (Drop-In)~</b>				
REASON: _____					
<b>2 weeks' notice is required! Please confirm effective date is no less than 2 weeks after submitted date</b> <b>IMPORTANT: Registration &amp; Summer Fee must be paid by their due dates to prevent dis-enrollment!</b> <b>IMPORTANT: ONLY for children who attend rarely, with prior office approval, 3 or less days/month!</b>					

<input type="checkbox"/>	<b>~DIS-ENROLL~</b>				
REASON: _____					
<b>2 weeks' notice is required! Please confirm effective date is no less than 2 weeks after submitted date</b> 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 :)