



"Caring is at the heart of what we do!"

Request to Change Child Care Schedule

Use this form to request a change your child's schedule at the center. We will do our best to accommodate your needs for care, however, please understand that our classroom sizes are limited. You will be notified if we have reached our maximum class size on any day and are unable to accommodate your request. Please note that when the center is closed for holiday observance, staff training or weather conditions, weekly tuition remains the same. During holiday weeks or vacations, a child's absence does not affect the weekly tuition rate.

**A TWO WEEK NOTICE OF ANY CHANGE IS REQUIRED
AND A CHANGE REQUEST FORM MUST BE SUBMITTED**

Please complete and return to the front desk

Child's Name: _____

Classroom: _____ Date Submitted: _____

This change is for:

One Week Only _____ **OR** Regular Weekly Schedule _____

Circle ALL days your child currently attends: M T W R F

Circle ALL days REQUESTED for new attendance: M T W R F

First week of NEW SCHEDULE CHANGE: _____

New Daily Hours of Care Needed: _____ am to _____ pm

Parent Signature: _____

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OFFICE USE

Teacher confirming accommodation of change: _____

Director confirming accommodation of change: _____

Date parent notified of decision: _____