



Change of Schedule Form

Child's name: _____

Notice of withdrawal

Last day: _____ Reason: _____

Tuition will be charged based on a 30 days notice.

Request for one time extended care

(these requests should not exceed once per month)

7:30-8:30(\$15 charge) _____ Date: _____


3:30-5:30 (\$30 charge) _____ Date: _____

Request for Schedule Change

Requested date to begin: _____

Please check below your requested schedule for your child. You will be notified as soon as this can be accommodated.

Request to change to:

	School day	Add before care \$50.00	Add after care \$160.00	Full Schedule
	<u>8:30-3:30</u>	<u>7:30-3:30</u>	<u>8:30-5:30</u>	<u>7:30-5:30</u>
6 wks-3 yrs.	\$1055 <input type="checkbox"/>	\$1105 <input type="checkbox"/>	\$1215 <input type="checkbox"/>	\$1265 <input type="checkbox"/>
3yrs.-5yrs.	\$880 <input type="checkbox"/>	\$930 <input type="checkbox"/>	\$1040 <input type="checkbox"/>	\$1090 <input type="checkbox"/>
*10 % sibling discount on lowest fee				

I understand the following in regard to schedule changes:

- A \$10 fee is will be charged for each Change of Schedule form submission.
- Withdrawal requires a 30 notice. Other changes will be granted based on request date and availability.
- Tuition fees are calculated on a monthly basis and will not be discounted .
- New fee will automatically be drafted as per your Tuition Payment Contract.

Parent Signature _____ Date _____

Program Director _____ Date _____

Office Use: Received Initials/Date _____/_____
 Effective Date _____
 Business Office Copy: _____