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## CHILD SCHEDULE CHANGE REQUEST

**SCHEDULE CHANGE POLICY:** If you wish to change your child's schedule, you must give two weeks written notice to the office. Schedule changes are not guaranteed and are subject to availability.

Child's Name \_\_\_\_\_

Current Schedule:

- Full Time (M, T, W, Th, F, 8:30 am – 5:30 pm)
- Part Time (M, T, W, Th, F)
  - Morning session (8:30 am – 12:00 pm)
  - Afternoon session (1:30 pm – 5:30 pm)

Requested Schedule Change Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

New Schedule:

- Full Time (M, T, W, Th, F, 8:30 am – 5:30 pm)
- Part Time (M, T, W, Th, F)
  - Morning session (8:30 am – 12:00 pm)
  - Afternoon session (1:30 pm – 5:30 pm)

Please accept this schedule change request as my two weeks' notice as required by the Admission Agreement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_