



## Schedule Change or Vacation Request/Withdrawal Notice

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Schedule Change Request

All schedule change requests require at least a two week written notice. All schedule changes must be reviewed by the director and will be approved based on availability of space and staffing during the times requested.

Please check the one that applies.

I request a permanent schedule change effective \_\_\_\_\_ (date).

I request a temporary schedule change starting \_\_\_\_\_ and ending \_\_\_\_\_.

Present Schedule

	Arrival	Pick Up
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Requested Schedule

	Arrival	Pick Up
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

### Vacation Request

To use your tuition free week a written notice must be submitted to the office at least two weeks before the beginning of the vacation week.

We will be on vacation from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

Please check the one that applies

I would like to use our tuition free week for this week (After 6 months 1 week is available each year).

I will be paying tuition for this week.

### Withdrawal Notice

Please remember to provide at least two weeks written notice before your child's last day.

My child's last day will be \_\_\_\_/\_\_\_\_/\_\_\_\_.

Reason for withdrawal \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_