I wish to ADD time to my child’s schedule. Please complete the schedule below, indicating half-day(s)/before-/after-school day(s) to be added with the word “ADD” and the half-days/before-/after-school days your child is currently scheduled with an “X”.

I wish to DROP time from my child’s schedule. Please complete the schedule below, indicating half-day(s)/before-/after-school day(s) to be dropped with the word “DROP” and the half-days/before-/after-school days you wish to keep with an “X”.

We will do our best to accommodate schedule changes, but cannot guarantee additional time once your original schedule is established. No scheduled time may be dropped unless the Center has a waiting list and is able to fill the time by scheduling another child. Schedule changes are processed as quickly as possible; the Enrollment Manager will notify you as to whether your request can be accommodated.

Date you would like the above change(s) to be effective (if approved): ___________________________________

I agree to a Schedule Change Fee of $15 being assessed to my account.

Parent’s/Guardian’s Signature ____________________________________________ Date ___________________