

Summer 2022 Schedule Change Form (Infant/Toddler/Preschool)

CHILD'S NAME _____ ROOM _____

_____ I wish to **ADD** time to my child's schedule. (Please complete the schedule below, indicating half-day(s) to be added with the word "ADD" and the half-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) to be dropped with the word "DROP" and the half-days you wish to keep with an "X".)

DO NOT DROP BELOW THE MINIMUM OF 2 HALF-DAYS PER WEEK (2 days/week).

Early Week (May 23-27, 2022)					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

*The Center will be closed Monday, May 30;
 Monday, July 4;
 and Monday, Aug. 22 – Friday, Aug. 26.*

Session A (May 31 – June 10, 2022)					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

Session B (June 13-24, 2022)					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

Session C (June 27 – July 8, 2022)					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

Session D (July 11-22, 2022)					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

Session E (July 25-August 5, 2022)					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

Session F (August 8-19, 2022)					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

The Fall semester begins on Monday, August 29, 2022.

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): _____

Parent/Guardian signature: _____ Date: _____

For Office Use Only

Effective Date: _____ In Computer: _____ By: _____

Schedule Change Fee: _____ Date: _____ Initials: _____

Billing Adj.: _____