

# Summer 2026 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 different days/week).**

***The Center will be closed Monday, Aug. 17 – Friday, Aug. 21  
(the week after Summer semester ends). The Fall semester begins on Monday, Aug. 24.)***

| Session A (June 1 – June 19, 2026)<br><i>*Three Week Session</i> |   |   |   |   |   |
|------------------------------------------------------------------|---|---|---|---|---|
|                                                                  | M | T | W | R | F |
| 7:00 to 12:30                                                    |   |   |   |   |   |
| 12:30 to 6:00                                                    |   |   |   |   |   |

| Session B (June 22-July 3, 2026) |   |   |   |   |   |
|----------------------------------|---|---|---|---|---|
|                                  | M | T | W | R | F |
| 7:00 to 12:30                    |   |   |   |   |   |
| 12:30 to 6:00                    |   |   |   |   |   |

| Session C (July 6 – July 17, 2026) |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|
|                                    | M | T | W | R | F |
| 7:00 to 12:30                      |   |   |   |   |   |
| 12:30 to 6:00                      |   |   |   |   |   |

| Session D (July 20-July 31, 2026) |   |   |   |   |   |
|-----------------------------------|---|---|---|---|---|
|                                   | M | T | W | R | F |
| 7:00 to 12:30                     |   |   |   |   |   |
| 12:30 to 6:00                     |   |   |   |   |   |

| Session E (August 3 – August 14, 2026) |   |   |   |   |   |
|----------------------------------------|---|---|---|---|---|
|                                        | M | T | W | R | F |
| 7:00 to 12:30                          |   |   |   |   |   |
| 12:30 to 6:00                          |   |   |   |   |   |

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, regardless if the request is approved/denied.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Effective Date: \_\_\_\_\_ In Computer: \_\_\_\_\_ By: \_\_\_\_\_

Schedule Change Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Billing Adj.: \_\_\_\_\_

5/18/26