



Request for Change in Attendance

All schedule changes, but be submitted in writing to the school office via this form.
Changes will be honored when at all possible, based on enrollment and space availability.

Child's Name: _____

Date Submitted: _____

Date desired change will take place: _____

Current Attendance:

Please list the days and program your child is currently attending.

Requested Change:

Please list the days and program you would like your child enrolled in.

Program changes must be made 30 days prior to the effect date, with the exception of un-enrollment which requires 60 days notice.

Parent Signature: _____ Date: _____

Signature of the Director or Assistant Director: _____

Date: _____

Office Use:

Date Received _____

New monthly Tuition Due _____

Extra day fee to be added to account _____

Administration Approval _____