

Summer 2021 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).

The Center will be closed Friday, May 28; Monday, May 31; and Monday, July 5.

Early Week (May 24-27, 2021) 1 week					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

Session A (June 1 – July 9, 2021) 6 weeks					
	M	T	W	R	F
7:00 to 12:30					
12:30 to 6:00					

Session B (July 12 – August 20, 2021) 6 weeks					
	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.

The Center will be closed Monday, August 23 – Friday, August 27.

The Fall semester begins on Monday, August 30, 2021.

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.: _____