

Summer 2021 Schedule Change Form (School-age)

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
11:00-6:00					
12:30-6:00					
2:3-6:00					
3:30-6:00					

Session A1 (June 1-11, 2021) 2 weeks					
	M	T	W	R	F
11:00-6:00					
12:30-6:00					
2:3-6:00					
3:30-6:00					

Session A2 (June 14 – July 9, 2021) 4 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					

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

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

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.: _____