



Request For Change In Schedule/Absentee Notification

Name of Child: _____ Room: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Days and Hours Previously Contracted:

Drop-off M _____ T _____ W _____ Th _____ F _____

Pick-up M _____ T _____ W _____ Th _____ F _____

Days and Hours of Requested Change

Drop-off M _____ T _____ W _____ Th _____ F _____

Pick-up M _____ T _____ W _____ Th _____ F _____

Permanent Change Effective Date: _____

Temporary Change Week of: _____

Vacation Week of: _____

My child was absent the week of: _____

We are withdrawing, our last day will be: _____

Comments: _____

Signed: _____ Date: _____

*Full time and part time schedules are consistent from week to week. Written notice is required two weeks prior to a permanent schedule change or termination. Additional days can be added to your regular schedule subject to availability. All changes must be confirmed before attending because it is imperative that we maintain the appropriate staff-child ratios throughout the day. Thank you!