

Changing My Child's Schedule



Child's Name: _____

This form needs to be filled out prior to a schedule change.

Please note

We must be given **2 weeks notice** if your child will be coming **Less Days**. This will give some time to try and find a replacement for the days your child will no longer need. This means you are still responsible to pay for the days you contracted for your child. This form will serve for your 2 weeks writing notice as long as it is filled out completely and signed.

If this notice is for an increase in days as soon as the space is available you will be able to start bringing your child those days.

I am giving a two weeks notice that my child will start coming:

Less often **More Often**

I will need _____ days each week starting on _____.

My child will be coming

Monday **Tuesday** **Wednesday** **Thursday** **Friday**

From _____ until _____

If you need to bring your child earlier or later than the normal time, please check with us first, even though it is during business hours. We want to always make sure that we are properly staffed for the children that we are expecting. Thank you.

Parent's Signature: _____ Date: _____