

Before and After Care Change Form

This form is for changing before school care and/or after school care hours only. If you want to request a change involving adding school days or reducing school days, you will need to contact Cara or Brookes.

Your child's schedule should be consistent from month to month. However, we recognize that life presents changes from time to time so we allow as much flexibility as we can. Three schedule changes are allowed during the school year at no charge. Any additional changes will incur a schedule change fee of \$25.

This change form must be submitted no later than the 12th of the month preceding the change. For example, if requesting a change starting in November, this form is due October 12th and the change will go into effect on November 1. Mid-month changes will not be pro-rated. **Adjustments are allowed for permanent schedule changes only, not just for a day or two that may vary from your current schedule for just one month.** If you are **adding** extended day hours or days, the change is subject to approval based on available space.

Please do not request changes through e-mail or the classroom teacher. Complete and return this form to the in-box outside the office in the entrance foyer. Thank you.

Child's Name _____ Child's Classroom _____

Current Schedule:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Drop off time	_____	_____	_____	_____	_____
Pick up time	_____	_____	_____	_____	_____

New Schedule:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Drop off time	_____	_____	_____	_____	_____
Pick up time	_____	_____	_____	_____	_____

Effective Date: _____ (must be the first of the month)

Parent Signature: _____ Date: _____

Office Use: Change # _____

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