



Child Care Schedule Change Request Form

Parent/Guardian Name: _____

Student Name: _____

School: ☐ New Traditions ☐ Gateway ☐ Chinese Immersion School

Current Schedule:

Please check the days your student currently attends (3 or 5 days only):

Before School: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri.

After School: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri

New Schedule:

Please check the days you would like your student to attend (3 or 5 days only):

Before School: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri.

After School: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri

Cancel: ☐ I would like to cancel my student's enrollment.

Reason: _____

Date Requesting: _____

By signing below, I acknowledge and agree to the following:

- Adding days to my student's schedule requires approval by the Site Coordinator and may be honored if the program is at capacity.
- Fee changes associated with **increasing** attendance days will go into effect once the request is approved by the Site Coordinator.
- Fees associated with **decreasing** attendance days will go into effect the following month.
- I understand that child care cancellations require a 30 day notice and schedule changes require a 14 day notice.

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY

Approved By: _____ Date: _____ ☐ Processed in Daxko