

# CHILD DEVELOPMENT CENTERS SCHEDULE CHANGES REQUEST FORM

Please complete this form for **ANY** temporary schedule changes

Child's/Children's Name(s):

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

## Additional Hours Requested

Earlier Drop-Off Time: \_\_\_\_\_

On Date(s): \_\_\_\_\_

On Date(s): \_\_\_\_\_

Later Pick-Up Time: \_\_\_\_\_

On Date(s)\*: \_\_\_\_\_

On Date(s): \_\_\_\_\_

## Extra Day of Service Requested

Extra Day of Service \_\_\_\_\_

On Date(s): \_\_\_\_\_

On Date(s): \_\_\_\_\_

Drop Off Time: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

**\*With less than three days' notice for additional hours or days, there are NO GUARANTEES that your request can be accommodated due to staffing constraints.**

**Schedule Additions MAY RESULT IN A CHARGE. See Office Staff for further information.**

## Vacation Day Notification

Beginning date child will be gone: \_\_\_\_\_

Is this three days, or more, from today's date?

Yes, no charge to family

No (*you **WILL BE** billed for any days prior to the three days' notice whether or not your child is in attendance – see page 14 of the Parent Handbook*)

First day child will return: \_\_\_\_\_

Has your child used any vacation days this calendar year?  Yes  No  Unsure

If yes, how many hours / days have been used? \_\_\_\_\_

**SIGNATURE OF PARENT OR GUARDIAN:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_