



# CHANGE/CANCEL SESSION FORM

8530 – 101 Street  
King Edward Elementary School  
Edmonton, Alberta T6E 3Z5  
Phone: 432-9226

Web: [www.strathconanurseryschool.com](http://www.strathconanurseryschool.com)  
Email: [info@strathconanurseryschool.com](mailto:info@strathconanurseryschool.com)

Please complete this form and leave it with the teachers for processing.  
You will be contacted by the Registrar to confirm whether your request can be completed.

Child(ren)'s Name(s) \_\_\_\_\_

Parents' Names \_\_\_\_\_

### Sessions Currently Enrolled In

|                                    |  |
|------------------------------------|--|
| Current Session<br>Example: Mon/AM |  |
|------------------------------------|--|

### Changes To Be Made & Effective Dates

| Effective Date | Sessions to be <u>ADDED</u><br>Example: Mon/AM | Sessions to be <u>*DROPPED</u><br>Example: Mon/PM |
|----------------|--|---|
|                |  |   |
|                |  |   |

\* One calendar month's written notice is required to withdraw your child from a classroom session should this result in a change of fees (this does not apply if you are switching your child from a Monday session to a Friday session for example as there would be no fee change) - **From Parent Handbook p. 5**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*A Board Member will be contacting you via email regarding any fees owing.**  
**DUTY DAYS Please Note:** In the event that notice of withdrawal is given without sufficient time and there is a scheduled duty day during that period of time, the family is still responsible for fulfilling their responsibilities for that duty day.

### BELOW PORTION FOR OFFICE USE ONLY

One month's notice given (please circle)    YES    NO

If one month's notice not given indicate fees owing \$ \_\_\_\_\_

Signature of Board Member Completing Form \_\_\_\_\_