

# TEMPORARY CHANGE OF SCHEDULE REQUEST FORM

**TEMPORARY CHANGE OF SCHEDULE STIPULATIONS:**

- This form must be submitted 2 weeks prior to new start time so we can have the proper staff ratio in place.
- Changes to schedules, exceeding 3 weeks, require completion of a new *Tuition Agreement Form*.
- Increased hours may be subject to additional fees.
- Families receiving subsidy funding must communicate schedule changes to their caseworker.

Today's Date (MM/DD/YYYY)	Classroom
Child's Name	Age
Reason for request	
Week of	

Day of the week	Dates	Requested Approximate Drop Off Time	Requested Approximate Pick Up Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Parent/Guardian Signature	Date (MM/DD/YYYY)
Parent/Guardian Email	



**Office Use Only**

<b>Office Use Only</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments	
<input type="checkbox"/> Confirmation given to family	on: ____/____/____	by: _____
<input type="checkbox"/> Entered into Procure	on: ____/____/____	by: _____
<input type="checkbox"/> Entered into Tadpoles	on: ____/____/____	by: _____
<input type="checkbox"/> Information given to Classroom	on: ____/____/____	by: _____