

# Schedule Change Request Form

Please complete this form at *least* 2 weeks prior to the change you've requested in order to provide us ample time to process your request.

If your child currently attends the center on a part-time basis, we cannot guarantee a change to full-time status. For this reason, it is imperative you request the change with as much notice as possible in order for us to try to accommodate you. If you reduce the number of days your child attends, we also cannot guarantee returning to your original schedule.

As always, should you have any questions, please do not hesitate to ask any member of the administrative team.

Sincerely,

Melissa Pillik  
Business Manager

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PLEASE RETURN TO THE BUSINESS MANAGER 2 WEEKS PRIOR TO CHANGE

Child's Name: \_\_\_\_\_

Homebase: \_\_\_\_\_

Current Schedule: \_\_\_\_\_

Requested Schedule: \_\_\_\_\_

REQUESTED EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Coordinator Approval

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date Received