# CHANGE OF SCHEDULE FORM

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom:\_\_\_\_\_\_\_\_\_\_\_\_

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Current Schedule: | New Schedule: |
| Circle:  M Tu W Th F  Half Day Full Day  Before Care: Y / N  After Care: Y / N | Circle:  M Tu W Th F  Half Day Full Day  Before Care: Y / N  After Care: Y / N |
| Please circle: Permanent Temporary Drop-In | |

Effective Date(s):

Schedule changes are processed on the 5th & 20th of each month

Circle one:

\_\_\_\_/ **5** / 2022 \_\_\_\_/ **20** / 2022

Drop in fees for non-scheduled days of attendance:

Infants to 12 m: $105 Full Day / $70 Half Day

12 -2 yrs: $95 Full Day / $60 Half Day

3 - 5 yrs: $75 Full Day / $55 Half Day

\*\*\*Summer Camp Drop-in fees (all ages): $100 Full Day / $80 Half Day

Before Care $10 / Aftercare $10

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

# WITHDRAWAL/ CONTRACT TERMINATION FORM

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30-Day-Notice Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Termination of the Contract**. Upon the 30-day-notice date, the Contract shall have no further force or effect.

**2. Consideration.** The parent acknowledges and agrees to pay all amounts owed to the school under the Contract.

**3. Effect of Termination on Contract.** Except as expressly provided in this Agreement, the Parties acknowledge and agree that their respective rights and obligations shall be completed as described under the contract.

**4. Fees and Expenses.** $500.00 termination fee will be posted on the account to process this request. Failure to complete the above may lead to attorneys’ fees, collection fees, and other expenses.

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_