Husky House, Inc.

1ST- 5TH SCHEDULE CHANGE REQUEST FORM FOR 2019 - 2020

This form should be used to request a permanent change to your child's contracted schedule.

Please Note:

- **This form must be received on or before the 15th of the month prior to the month in which you want the change to be effective (i.e. by March 15th for the month of April).**
- **Your account will be billed $15.00 (per family) to process the change in schedule.**
- Late requests and unsigned requests will not be honored.
- If decreasing hours, we cannot guarantee that we will be able to reinstate those hours in the future.
- Requests for an increase in hours are dependent on space availability in the requested time block(s). Failure to submit a request for increased days/times by the 15th of the month prior may result in a need to request the time as an "Add-on" on the appropriate form.
- An administrative staff member will call you with the approval status of the request as soon as it is approved or declined – typically 1-2 days after the request is received. You will also receive a copy of this request with your new tuition amount indicated in the "staff use only" section below.
- Once your request is approved, you will be charged for the time, regardless of cancellations.
- ***add an extra $43 for early dismissal if using fewer than 5 days***

PLEASE INDICATE WHAT YOU WISH YOUR CHILD(REN)'S NEW SCHEDULE TO BE BY X-ING IN THE BOXES BELOW:

Time Blocks→	7:30 – 8:15		2:42 – 4:00		2:42 – 5:00		2:42 – 6:00	
Monday								
Tuesday								
Wednesday *add an extra $43 for early dismissal if using fewer than 5 days*			*		*		*	
Thursday								
Friday								
Monthly Rates→ ("days" are per week)	1 day	$44	1 day	$55	1 day	$95	1 day	$132
	2 days	$85	2 days	$106	2 days	$183	2 days	$260
	3 days	$125	3 days	$156	3 days	$268	3 days	$384
	4 days	$155	4 days	$194	4 days	$334	4 days	$476
	5 days	$192	5 days	$240	5 days	$408	5 days	$581

_____ _____ _____

Child's Name *Grade* *Effective Date (must be start of the month)*

_____ _____ _____

Parent's Signature *Telephone Number* *Date*

Ph.#(925) 283-7100 ***Fax#(925) 283-7104*** ***www.huskyhouseforkids.org***

---------- **STAFF USE ONLY** ----------

This Schedule Change has been: Approved _____ Declined _____ Date _____

Change Fee Rec'd/Charged_____ Put on Wait List _____ Copy Parent File _____

New Monthly Tuition Tuition Adj. in OCS Schedule Updated (End of Month)

Husky House, Inc.

KINDERGARTEN SCHEDULE CHANGE REQUEST FORM FOR 2019 - 2020

This form should be used to request a permanent change to your child's contracted schedule.

Please Note:

- **This form must be received on or before the 15th of the month prior to the month in which you want the change to be effective (i.e. by March 15th for the month of April).**
- **Your account will be billed $15.00 (per family) to process the change in schedule.**
- Late requests and unsigned requests will not be honored.
- If decreasing hours, we cannot guarantee that we are able to reinstate those hours in the future.
- Requests for an increase in hours are dependent on space availability in the requested time block(s).
- Failure to submit a request for increased days/times by the 15th of the month prior may result in a need to request the time as an "Add-on" on the appropriate form.
- An administrative staff member will call you with the approval status of the request as soon as it is approved or declined – typically 1-2 days after the request is received. You will also receive a copy of this request with your new tuition amount indicated in the "staff use only" section below.
- Once your request is approved, you will be charged for the time, regardless of cancellations.
- ***LATE Kindergarten add an extra $92 for Wednesday afternoon early-dismissal if using fewer than 5 days***
- ***EARLY Kindergarten add an extra $43 for Wednesday afternoon early-dismissal if using fewer than 5 days***
- **** Deduct $40 for Wednesday early start**

PLEASE INDICATE WHAT YOU WISH YOUR CHILD(REN)'S NEW SCHEDULE TO BE BY X-ING IN THE BOXES BELOW:

		LATE Kindergarten options					EARLY Kindergarten options				
Time Blocks→		7:30 – 9:30	8:30 – 9:30	2:00 – 4:00	2:00 – 5:00	2:00 – 6:00	7:30 – 8:15	12:45 – 2:30	12:45 – 4:00	12:45 – 5:00	12:45 – 6:00
Monday											
Tuesday											
Wednesday		**	X	*	*	*		X	*	*	*
Thursday											
Friday											
Monthly Rates→ (days per week)	1	$84	$43	$84	$125	$154	$44	$73	$135	$162	$197
	2	$165	$85	$165	$249	$295	$85	$145	$263	$311	$381
	3	$245	$125	$245	$367	$436	$125	$214	$386	$458	$560
	4	$323	$155	$323	$486	$543	$155	$284	$476	$572	$703
	5	$403		$403	$603	$659	$192		$590	$699	$858

_____ _____ _____

Child's Name *Grade* *Effective Date (must be start of the month)*

_____ _____ _____

Parent's Signature *Telephone Number* *Date*

Ph.#(925) 283-7100 ***Fax#(925) 283-7104*** ***www.huskyhouseforkids.org***

---------- **STAFF USE ONLY** ----------

This Schedule Change has been: Approved _____ Declined _____ Date _____

Change Fee Rec'd/Charged_____ Put on Wait List _____ Copy Parent File _____

New Monthly Tuition _____ Tuition Adj. in OCS_____Schedule Updated (End of Month)_____

Husky House, Inc.

TK SCHEDULE CHANGE REQUEST FORM FOR 2019 - 2020

This form should be used to request a permanent change to your child's contracted schedule.

Please Note:

- **This form must be received on or before the 15th of the month prior to the month in which you want the change to be effective (i.e. by March 15th for the month of April).**
- **Your account will be billed $15.00 (per family) to process the change in schedule.**
- Late requests and unsigned requests will not be honored.
- If decreasing hours, we cannot guarantee that we are able to reinstate those hours in the future.
- Requests for an increase in hours are dependent on space availability in the requested time block(s).
- Failure to submit a request for increased days/times by the 15th of the month prior may result in a need to request the time as an "Add-on" on the appropriate form.
- An administrative staff member will call you with the approval status of the request as soon as it is approved or declined – typically 1-2 days after the request is received. You will also receive a copy of this request with your new tuition amount indicated in the "staff use only" section below.
- Once your request is approved, you will be charged for the time, regardless of cancellations.

PLEASE INDICATE WHAT YOU WISH YOUR CHILD(REN)'S NEW SCHEDULE TO BE BY X-ING IN THE BOXES BELOW:

		LATE TK - "Owl" options						EARLY TK - "Rooster" options				
Time Blocks→		7:30 – 9:15	8:30 – 9:15	12:45 – 2:30	12:45 – 4:00	12:45 – 5:00	12:45 – 6:00	7:30 – 8:15	11:45 – 2:30	11:45 – 4:00	11:45 – 5:00	11:45 – 6:00
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Monthly Rates→ (days per week)	1	$74	$31	$73	$135	$162	$197	$44	$115	$162	$197	$235
	2	$145	$61	$145	$263	$311	$381	$85	$228	$311	$381	$451
	3	$214	$92	$214	$386	$458	$560	$125	$338	$458	$560	$665
	4	$283	$121	$284	$476	$572	$703	$155	$446	$572	$702	$827
	5	$353	$151		$590	$699	$858	$192		$699	$858	$1,016

_____ _____ _____

Child's Name *Grade* *Effective Date (must be start of the month)*

_____ _____ _____

Parent's Signature *Telephone Number* *Date*

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Change Fee Rec'd/Charged_____ Put on Wait List _____ Copy Parent File _____

New Monthly Tuition _____ Tuition Adj. in OCS_____Schedule Updated (End of Month)_____