

KINDERGARTEN SCHEDULE CHANGE REQUEST FORM FOR 2021-2022

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 \$112 for Wednesday afternoon early-dismissal***
- ***EARLY Kindergarten add an extra \$50 for Wednesday afternoon early-dismissal***
- **** Deduct \$50 for Wednesday early start**

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

Time Blocks→	LATE Kindergarten options				EARLY Kindergarten options				
	Morning options will only be offered if a minimum enrollment is reached		2:00 – 4:30	2:00 – 6:00	offered if a minimum enrollment is reached	12:45 – 2:45	12:45 – 4:30	12:45 – 6:00	
	7:30 – 9:30	8:15 – 9:30			7:30 – 8:15				
Monday									
Tuesday									
Wednesday	**	 	*	*		 	*	*	
Thursday									
Friday									
Monthly Rates→ (days per week)	1	\$100	\$62	\$125	\$200	\$37	\$100	\$187	\$262
	2	\$200	\$125	\$250	\$399	\$75	\$200	\$374	\$524
	3	\$299	\$187	\$374	\$599	\$112	\$299	\$561	\$786
	4	\$399	\$250	\$499	\$799	\$150	\$399	\$749	\$1048
	5	\$499		\$624	\$998	\$187		\$936	\$1310

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

_____ *Parent’s Signature* _____ *Telephone Number* _____ *Date*

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<p>----- STAFF USE ONLY -----</p> <p>This Schedule Change has been: <u> </u> Approved <u> </u> Declined <u> </u> Date <u> </u></p> <p>Change Fee Rec’d/Charged <u> </u> Put on Wait List <u> </u> Copy Parent File <u> </u></p> <p>New Monthly Tuition <u> </u> Tuition Adj. in OCS <u> </u> Schedule Updated (End of Month) <u> </u></p>
