

# 1<sup>ST</sup> - 5<sup>TH</sup> SCHEDULE CHANGE REQUEST FORM FOR 2022-2023

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 15<sup>th</sup> of the month prior to the month in which you want the change to be effective (i.e. by March 15<sup>th</sup> 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 15<sup>th</sup> 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 \$56 for early dismissal\***

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

<b>Time Blocks</b> →	only offered if a minimum enrollment is reached		2:42 – 4:30		2:42 – 6:00	
	7:30 – 8:15					
Monday						
Tuesday						
Wednesday <small>*add an extra \$50 for early dismissal</small>			*		*	
Thursday						
Friday						
<b>Monthly Rates</b> → <small>("days" are per week)</small>	1 day	\$42	1 day	\$99	1 day	\$183
	2 days	\$85	2 days	\$197	2 days	\$367
	3 days	\$127	3 days	\$296	3 days	\$550
	4 days	\$169	4 days	\$395	4 days	\$733
	5 days	\$212	5 days	\$494	5 days	\$917

\_\_\_\_\_  
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](http://www.huskyhouseforkids.org)**

<b>STAFF USE ONLY</b>		
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) _____

## KINDERGARTEN SCHEDULE CHANGE REQUEST FORM FOR 2022-2023

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 15<sup>th</sup> 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 15<sup>th</sup> 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 \$127 for Wednesday afternoon early-dismissal\***
- **\*EARLY Kindergarten add an extra \$56 for Wednesday afternoon early-dismissal\***
- **\*\* Deduct \$56 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	**	X	*	*		X	*	*	
Thursday									
Friday									
Monthly Rates→ (days per week)	1	\$113	\$71	\$141	\$226	\$42	\$113	\$212	\$296
	2	\$226	\$141	\$282	\$451	\$85	\$226	\$423	\$592
	3	\$339	\$212	\$423	\$677	\$127	\$339	\$635	\$889
	4	\$451	\$282	\$564	\$903	\$169	\$451	\$846	\$1185
	5	\$565	X	\$705	\$1128	\$212	X	\$1058	\$1481

\_\_\_\_\_  
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**

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**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 2022-2023**

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

**Please Note:**

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- **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 15<sup>th</sup> 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:**

Time Blocks→	LATE TK options					EARLY TK options				
	Morning options will only be offered if a minimum enrollment is reached		12:45 – 2:45	12:45 – 4:30	12:45 – 6:00	offered if a minimum enrollment is reached	11:45 – 2:45	11:45 – 4:30	11:45 – 6:00	
	7:30 – 9:15	8:15 – 9:15				7:30 – 8:15				
Monday										
Tuesday										
Wednesday			X				X			
Thursday										
Friday										
Monthly Rates→ (days per week)	1	\$99	\$56	\$113	\$212	\$296	\$42	\$169	\$268	\$353
	2	\$197	\$113	\$226	\$423	\$592	\$85	\$339	\$536	\$705
	3	\$296	\$169	\$339	\$635	\$889	\$127	\$508	\$804	\$1058
	4	\$395	\$226	\$451	\$846	\$1185	\$169	\$677	\$1072	\$1411
	5	\$494	\$282		\$1058	\$1481	\$212		\$1340	\$1763

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

\_\_\_\_\_  
*Parent's Signature* *Telephone Number* *Date*

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**Fax#(925) 283-7104**

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