

# Change of Schedule Form

Please fill out this form if your child's schedule will be changing or if you are withdrawing your child from school.\* It is *best* if you can give two week's notice.

All changes must be approved by the Director. Thank you for your cooperation.

**Child's Name** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Director's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please indicate the days your child will be attending. Effective Date:

*Full Time/Days Attending	( )Monday	( )Tuesday	( )Wednesday	( )Thursday	( )Friday
Drop-Off/Pick-Up Times	-	-	-	-	-

( ) I am withdrawing my child from Little Ones of Our Savior.

Their last date of attendance will be \_\_\_\_\_

\*If you are withdrawing your child, we require a two-week written notice. If a two- week notice is not received, the family will be charged a one to two week tuition fee depending upon the amount of notice given.