

CHANGE OF SCHEDULE And/Or WITHDRAWAL FORM AND

MANDATORY POLICIES

(EFFECTIVE FEBRUARY 27, 2015)

- ❖ CHILDREN IN THE NEW BEGINNING, PITTER PATER, LITTLE WONDER, COLORFUL CRAYON AND STEPPING STONE CLASSROOMS:
 - **30 DAY** WRITTEN NOTIFICATION OF SCHEDULE CHANGE OR WITHDRAWAL.
 - **PART TIME IS NOT AVAILABLE.**

- ❖ CHILDREN IN THE CATERPILLAR, HELPING HAND, LEAP FROG, SMART COOKIE AND SMARTIE CLASSROOMS:
 - **2 WEEK** WRITTEN NOTIFICATION OF SCHEDULE CHANGE OR WITHDRAWAL
 - CHILDREN IN THE CATERPILLAR ROOM: **3 DAY MINIMUM**
 - CHILDREN IN THE HELPING HAND, LEAP FROG, SMART COOKIE OR SMARTIE CLASSROOMS: **2 DAY MINIMUM**

CHANGE OF SCHEDULE

I wish to notify Child's Play of a change in schedule for (child/children's name)

The present schedule is as follows: _____

The new schedule is as follows: _____

This change is effective (Refer to Policy Above): _____

Today's date: _____ Parent's Signature: _____

Today's date: _____ Administration Approval: _____

WITHDRAWAL

I wish to notify Child's Play that I intend to withdraw (child/children's name)

_____ because _____

_____.

This change is effective (Refer to guidelines above): _____

Today's date: _____ Parent's Signature: _____

Today's date: _____ Administration Approval: _____