

NOTIFICATION OF MATERNITY LEAVE

(EFFECTIVE MAY 2018)

- ❖ A “MATERNITY LEAVE FORM” MUST BE SUBMITTED AND APPROVED BY ADMINISTRATION **30 DAYS** PRIOR TO THE ANTICIPATED DUE DATE.

TO WITHDRAW A CHILD CURRENTLY ATTENDING CHILD’S PLAY:

- ❖ CHILDREN IN THE NEW BEGINNING, PITTER PATER, LITTLE WONDER OR THE COLORFUL CRAYON CLASSROOMS **MAY NOT WITHDRAW.**
- ❖ CHILDREN IN THE STEPPING STONE, CATERPILLAR, HELPING HAND, LEAP FROG, SMART COOKIE OR SMARTIE CLASSROOMS MAY WITHDRAW DURING MATERNITY LEAVE:
 - A NON-REFUNDABLE DEPOSIT, EQUAL TO ONE WEEK’S TUITION, IS REQUIRED TO SECURE A SLOT.
 - YOUR CHILD **MUST RETURN AFTER 12 WEEKS** OR REGULAR TUITION WILL BE CHARGED.

TO CHANGE YOUR CHILD’S SCHEDULE WHILE ON MATERNITY LEAVE:

- ❖ CHILDREN IN THE NEW BEGINNING, PITTER PATER, LITTLE WONDER OR THE COLORFUL CRAYON CLASSROOMS **MAY NOT CHANGE THEIR SCHEDULE TO PART TIME.**
- ❖ CHILDREN IN THE STEPPING STONE OR CATERPILLAR CLASSROOMS MAY CHANGE TO **A 3 DAY MINIMUM.**
- ❖ CHILDREN IN THE HELPING HAND, LEAP FROG, SMART COOKIE OR SMARTIE CLASSROOMS MAY CHANGE TO **A 2 DAY MINIMUM.**

WITHDRAWAL OR CHANGE OF SCHEDULE FOR MATERNITY LEAVE

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 on Page 1):_____

Today's date: _____Parent's signature: _____

Administration Approval: _____