

## **NOTIFICATION OF MATERNITY LEAVE**

***(EFFECTIVE MAY 2018)***

\*\* WRITTEN NOTIFICATION (SEE BACK PAGE) OF LEAVE OR SCHEDULE CHANGE DURING MATERNITY LEAVE MUST BE TURNED IN AND APPROVED 30 DAYS PRIOR TO THE ANTICIPATED DUE DATE

### **TO WITHDRAW YOUR CHILD:**

\*\*IF YOUR CHILD OR NEW INFANT'S SIBLING IS IN THE NEW BEGINNINGS, PITTER PATER, LITTLE WONDERS OR COLORFUL CRAYONS CLASSROOMS YOU MAY NOT WITHDRAW YOUR CHILD

\*\*IF YOU CHOOSE TO WITHDRAW A CHILD IN ONE OF THE CLASSROOMS LISTED ABOVE, PARENTS ARE RESPONSIBLE FOR THE FULL WEEK'S TUITION TO KEEP THE CHILD'S SLOT

\*\*A CHILD MAY ONLY WITHDRAW DUE TO MATERNITY LEAVE IF HE OR SHE IS IN THE STEPPING STONES, CATERPILLAR, HELPING HANDS, LEAP FROGS, SMART COOKIES, OR SMARTIES CLASSROOMS

\*\* A NON-REFUNDABLE DEPOSIT, EQUAL TO ONE WEEK'S TUITION, IS REQUIRED TO SECURE SLOT

\*\*CHILDREN WHO WITHDRAW DUE TO MATERNITY LEAVE **MUST RETURN AFTER 12 WEEKS** OR WEEKLY TUITION WILL BE CHARGED

### **TO CHANGE YOUR CHILD'S SCHEDULE:**

\*\*IF YOUR CHILD OR NEW INFANT'S SIBLING IS IN THE NEW BEGINNINGS, PITTER PATER, LITTLE WONDERS OR COLORFUL CRAYONS CLASSROOMS YOU MAY NOT CHANGE YOUR CHILD'S SCHEDULE TO PART TIME

\*\* CHILDREN IN THE STEPPING STONES OR CATERPILLAR CLASSROOMS: **3 DAY** PART TIME MINIMUM

\*\* CHILDREN IN THE HELPING HANDS, LEAP FROGS, SMART COOKIES OR SMARTIES CLASSROOMS: **2 DAY** PART TIME 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: \_\_\_\_\_