

**CHANGE OF SCHEDULE And/Or WITHDRAWAL FORM AND**

**MANDATORY POLICIES**

**EFFECTIVE FEBRUARY 27, 2015**

CHILDREN IN THE NEW BEGINNINGS, PITTER PATTER, LITTLE WONDERS, COLORFUL CRAYONS AND STEPPING STONES CLASSROOMS:

\*\* 30 DAY WRITTEN NOTIFICATION OF SCHEDULE CHANGE OR WITHDRAWAL

\*\* PART TIME IS NOT AVAILABLE

CHILDREN IN THE CATERPILLAR, HELPING HANDS, LEAP FROGS, SMART COOKIES AND SMARTIES CLASSROOMS:

\*\* 2 WEEK WRITTEN NOTIFICATION OF SCHEDULE CHANGE OR WITHDRAWAL

\*\* CHILDREN IN THE CATERPILLAR ROOM: 3 DAY PART TIME MINIMUM

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