

Child Care Program or Status Change Notice

Parent or Guardian's

Name _____

Please make the following program or status changes:

Child's Name Program (circle one) Infant / Preschool

Current Schedule:

- 5-Days: Monday Tuesday Wednesday Thursday Friday
- 4-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 3-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 2-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 1-Day: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm

Effective Date of Change (MM/DD/YYYY)

Program _____

New Schedule:

- 5-Days: Monday Tuesday Wednesday Thursday Friday
- 4-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 3-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 2-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 1-Day: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm

We require 30 days written notice if your child's program or status is changing. Change of program or status dates are done bi-monthly and notice should be given to reflect either the 1st day or 16th of the month. Please call the Director at 415-5271300 for more information.

Parent/Guardian Signature

Date