



ENROLLMENT SCHEDULE CHANGE REQUEST

This form should only be used when requesting a schedule change at the **currently enrolled** child care provider. It is imperative that to be specific in your request as what is written will be processed accordingly.

I, _____, am request that the schedule be changed for my child(ren) currently attending _____ on _____.
(current provider) (date to start new schedule)

CHILD'S NAME	D. O. B	OLD SCHEDULE	NEW SCHEDULE
Example: Jane Doe	01/01/2014	Full time Monday-Friday	Afterschool & School breaks

If necessary, provide more information regarding requested schedule change:

Parent/Guardian Signature

Date