



# Preschool Change Form

Today's Date: \_\_\_\_\_

Child's First/Last Name: \_\_\_\_\_  
 (please print clearly)

**Change of Address:** \_\_\_\_\_  
 Street/City/Zip

**Change of Phone Number:** \_\_\_\_\_  
 Home Cell

**Change of Schedule Effective Date:** \_\_\_\_\_

**Child's Current Schedule/Rates** (circle)

**Child's New Schedule/Rates** (circle)

	<i>Full Day</i> (6:30-6:00 p.m.)	<i>Half Day</i> (6:30-12:30 p.m.)
2 days- T, TH:	\$309	\$235
3 days- M, W, F:	\$416	\$342
5 days- M - F:	\$662	\$481

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**Vacation Notice:** My child will not attend from \_\_\_\_\_ to \_\_\_\_\_.  
 (date) (date)

**Withdraw Notice:** My child's last day will be \_\_\_\_\_. I understand I must give a **TWO WEEK NOTICE** and am responsible for all fees during this time.

**Additional Fees for Adding to Schedule:**  
 Extra Half-Day Attended Each Week (outside regular schedule) \$27/day  
 Extra Full-Day Attended Each Week (outside regular schedule) \$36/day  
 Add a Nap (stay from half-day to full-day) \$12/day

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Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Preschool Director Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><u>Office Use Only</u></b>	
Date Rec'd: _____	Entered in RenWeb: _____