

PNA Kids!
WK! Half Day Preschool
Schedule Change Form

Families: Please use this form to make permanent changes to your child's schedule. Please fill out the schedule change form, sign it and turn in the completed form. (*If you would like to make a temporary change, please use the monthly additional days registration form to register for drop-in child care.)

Schedule Change Policies – As long as there is space available, schedule changes can be made. Schedules can only be changed on a monthly basis. Schedule changes must be received by the fifteenth of the month in order to change the billing amount for the next month. There will be a \$20 schedule change fee assessed for all approved changes.

Child's Name: _____

DROP

Please indicate below the days that you would like to DROP for each program.

9:30am-12:30pm M T W Th F

Please indicate the date that the above indicated DROP will take effect. _____

(Schedules can only be changed on a monthly basis. Schedule changes must be received by the fifteenth of the month in order to change the billing amount for the next month.)

ADD

Please indicate below the days that you would like to ADD for each program.

9:30am-12:30pm M T W Th F

Please indicate the requested date for the above indicated ADD to take effect. _____

(We cannot guarantee schedule requests but will do our best to accommodate. We will contact you upon receipt of this form to let you know if there is space available.)

I am requesting the above indicated changes to my child's schedule. I understand the schedule change policies and I understand that any requested additions will be accommodated on a space available basis.

Parent/Guardian Signature: _____ **Date:** _____