

Request for Change of Schedule Form

In order for Abundant Life Christian Child Care to maintain our teacher to child ratio and stay within State and Federal compliance, we require upon enrollment your request of scheduled hours for your child(ren) to be at the center. Whether or not we can accommodate these requested times will be based on our staffing pattern and teacher to child ratios.

If you need to change your child(ren)'s scheduled times, please fill out this form and return it to the office at least two weeks prior to the need. You will be contacted as soon as possible to let you know if we are able to accommodate your need. Please remember there may be times we will have to deny a change of schedule. If your requested is granted, you will be charged a \$15.00 change of schedule fee.

If this is to be a permanent change, you may need to fill out a new Enrollment Agreement.

Thank you.

Today's Date: _____

Child's Name: _____

Parent's Name: _____

Current Dates/Hours: _____

Requested New Dates/Hours: _____

Requested Date to Start New Date/Hours: _____

(For Office Use Only)

Approved: Yes _____ No _____

Approved By: _____

Entered Into System: _____