

NORTHWEST CHRISTIAN PRESCHOOL & DAYCARE

CHANGE OF SCHEDULE REQUEST FORM

This request form must accompany any schedule change. To make a schedule change, please fill out this request form and give it to the director or leave it in her box.

Consider the following information when requesting schedule changes:

Schedule changes require a minimum 2-week advance notice. Any exceptions are up to the discretion of the administration and are carefully considered based on our ability to meet the needs of the school while accommodating a change.

Our tuition rates are based on a set monthly enrollment, therefore:

- Changes any day other than the beginning of the month will be billed at a pro-rated higher daily rate.
- If the number of scheduled days is reduced without a 2-week notice, the account is subject to billing at the highest rate for the 2-week period.
- If a child withdraws prior to a 2-week notice, the account is subject to billing at the highest rate for the 2-week period.

If this change affects your billing amount, a statement will be printed for you informing you of your adjusted tuition rate.

Child's Name	Parent's Name
Today's Date	Date Change in Schedule Begins
Please make the following change(s) to my child's enrollment:	

Parent Signature _____

(Administrative use only)

Date received _____ Verification to Parent _____ Status to accounting _____

Note to Teacher _____ Notes: _____