

**ENROLLMENT CHANGE FORM**

Dear Parents,

This form must be completed and returned to the Director at least 30 days prior to your requested enrollment change date. You are obligated to continue paying fees to meet the requirement regardless of your child’s attendance. There will be NO adjustments for holiday closings, vacations, illness, weather, or unforeseen closings.

All fees are non-refundable and you are committed for the entire month. There is a \$20.00 enrollment schedule change fee which must accompany this form. Schedules can NOT be changed for the months of May and June. Once this change is completed your child’s space becomes available to others.

We will do our best to accommodate you!

Very Truly Yours,  
Mrs. Lori, Owner

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Received by Director Date

I would like to change my child’s schedule, who is currently attending the center \_\_\_\_\_ (days per week) and \_\_\_\_\_(hours per day) to \_\_\_\_\_ (days per week) and \_\_\_\_\_(hours per day).

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Child’s Name

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Parent Signature Date

Reason for change/comment: \_\_\_\_\_

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