

INFORMATION CHANGE

Child's Name: _____

Please make the following changes in my child's arrangements:

1. **ADDITIONAL HOURS:** In addition to my child's regular schedule I am requesting additional time on _____ (date) from _____ to _____.
2. **ADDITIONAL DAY(S):** In addition to my child's regular schedule I am requesting an additional day (or days) on _____ (date) from _____ to _____.
I understand that the office will contact me to confirm that this day is available.
3. **PERMANENT SCHEDULE CHANGE:** I am requesting a permanent change in my child's schedule, from _____ (current) to _____ (proposed), effective on _____ (date). I understand that a coordinator will contact me to confirm the new schedule.
4. **VACATION TIME:** My child will be on vacation from _____ to _____.
He/She will return on _____.
5. **WITHDRAWAL:** My child's last day in the program will be: _____.
6. **HOME OR WORK INFORMATION:** Please update.
Home address _____
Home phone _____
Mother's work place/phone _____
Mother's cell phone _____
Father's work place/phone _____
Father's cell phone _____
7. **RELEASES:** Please update.
Emergency contact _____ add/remove
_____ add/remove
Pick-up _____ add/remove
_____ add/remove
9. **OTHER:** Specify _____

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date