

SCHEDULE CHANGE REQUEST

Today's Date: _____

Child's Name: _____

1. Add an extra day: _____
(Example: Child attends MTW and you would like to attend F).
You will be invoiced the Extra Day of Care rate.

2. Permanent Change to your child's schedule
Change Days of Attendance to: M T W Th F

Effective: _____
(Example: Child attends MTW and you desire to permanently change schedule to MTF).
You will be invoiced a \$25.00 change in contract attendance fee.

A permanent change in your child's daily attendance schedule, per the terms of the Jack and Jill Childcare Family Handbook must be submitted 30 days prior to the date requested.



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