

**Princeton Community Family Learning Center
Changing My Child's Schedule**



Child's Name: _____

This form needs to be filled out prior to a schedule change.

Please note

Princeton Community Family Learning Center must be given **2 weeks notice** if your child will be coming **Less Days**. This will give us some time to try and find a replacement for the days your child will no longer be in attendance. This means you are still responsible to pay for the days you contracted from me for your child. I need to have this form filled out and signed the day you give it to me. This will serve for your 2 weeks notice from the day it's handed to me and not before.

If this notice is for an increase in days as soon as the space is available you will be able to start bringing your child those days.

I am giving you a two weeks notice that my child will start coming

Less often **More days needed**

I will need _____ days each week starting on _____.

My child will be coming

Monday **Tuesday** **Wednesday** **Thursday** **Friday**

From _____ until _____

If I need to bring my child earlier or later than the time I have listed above I will check with you first. I know that even though you are open 8 am to 6 pm if you're not expecting any children on certain days (such as until 9 am on Tuesdays or think all children will be gone by 4pm on Thursday) you may not be ready for me if I show up early or I could spoil your plans if I'm later than my scheduled time. Even though it is between the 8 am to 6 pm time slot. So I will always try to let you know prior to this happening by telling you the day before or calling you that day if I'm going to be early or later than normal to make sure its alright.

Parent's Signature: _____ **Date:** _____