Schedule Adjustment Form

Child's Name:

Today's Date:

Child's Classroom:

Switch Days- *Make-up an absence or change a scheduled day for a different day.*

Original Date of Attendance: If date unknown check box

New Date of Attendance:

Add Day-*Schedule an additional day of attendance. (Additional fees apply.)*

Specify date:

Arrival time: **:** Departure time: **:**

Plus Lunch Option- *Add lunch and the hour from 12:00 pm - 1:00 pm. (For <u>preschool only</u> students)*

Specify Date(s):

Not Attending-*Report child's absence(s).*

For absences involving consecutive days

Start Date of Absence: End Date of Absence:

OR

For a single absence date or when multiple dates are not consecutive

Date of Absence: Date of Absence:

Date of Absence: Date of Absence:

Date of Absence: Date of Absence:

Absentee Credit -*When child does not attend school, tuition credit applied (if available) to <u>daycare </u>account in good standing.*

Check box to apply available credit(s) for date(s) listed above

Other Schedule Change or Additional Info:

Office Use Only: _____ S   _____S/O   _____ PC   _____T/N   _____ QB