



**PERMANENT CHANGE IN SCHEDULE**

Child's Name \_\_\_\_\_  
Last First Grade

This form is used for dropping all days, dropping one or more days, or changing a schedule **on a permanent basis**. Approval for adding days to a schedule is **based on availability** and must be obtained prior to completing this form by calling the Early Childhood Office at 248-465-2550.

Schedule changes take effect two weeks after this form is received in the Early Childhood Office.

Please circle

**Program Name:** Club Mid Kids' Club Full-Day Pre-K Half-Day 3's Pre-K PLUS School-Day Pre-K Parent/Child

**Location:** Amerman Old Village Moraine Ridge Wood Silver Springs Thornton Creek Winchester Meads Mill

Today's date \_\_\_\_\_

Current schedule is \_\_\_\_\_

Please change schedule to be \_\_\_\_\_

Does your child have a *Special Diet Form* on file?  Yes  No

This change will begin (must give a two-week notice) \_\_\_\_\_

Reason for change \_\_\_\_\_

Parent(s)/Guardian(s)' Signature \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Two changes are permitted per school year.

Each subsequent change will incur a \$25.00 fee.

Office Use Only

1 <sup>st</sup> Change	<input type="checkbox"/>
2 <sup>nd</sup> Change	<input type="checkbox"/>
_____	_____

Office Use Only

Start	_____
Attendance	_____
Teacher cc'd	_____
EZ Care	_____