

SCHEDULE CHANGE / WITHDRAWAL NOTICE
Mary Linsmeier Schools

Child's Name (first & last) _____ Date _____

Parent's Name (first & last) _____ Center Location _____

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Old Schedule</u>	_____	_____	_____	_____	_____
<u>New Schedule</u>	_____	_____	_____	_____	_____

Date change is effective: _____

- **Withdrawal notice:** **Temporary Withdrawal** **Permanent Withdrawal**

After the nine week contract period, you must give a written notice two weeks in advance on all withdrawals. If the notice is not given, you will be charged for two weeks from the last day your child attended.

Temporary withdrawal can be given at any time provided it is for two weeks or more. Re-registration may occur at any time provided the space is available.

Last day your child will attend: _____

Please let us know your reason for withdrawing: _____

Parent's Signature: _____ Director's Initials: _____