

**SCHEDULE CHANGE / WITHDRAWAL NOTICE**  
**Mary Linsmeier Schools, Children's Edu-care**

Child's Name (first & last) \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name (first & last) \_\_\_\_\_ Center Location \_\_\_\_\_

Infant/Toddler       2+, Not Potty-trained       Preschool       Grade School

▪ **Schedule Change:**

Up to two changes in schedule and payment plans in a twelve month period will be at no charge. Additional changes will cost \$5.00 each.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Old Schedule</u>					
From:	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____
<u>New Schedule</u>					
From:	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____
<u>Transportation</u>					
	one way	one way	one way	one way	one way
	two way	two way	two way	two way	two way

Date change is effective: \_\_\_\_\_

▪ **Withdrawal notice:**    **Temporary Withdrawal**     **Permanent Withdrawal**

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.

Last day your child will attend: \_\_\_\_\_

Please let us know your reason for withdrawing: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Director's Initials: \_\_\_\_\_