

Mary Linsmeier Schools

SCHEDULE CHANGE/WITHDRAWAL NOTICE

Child's Name (first & last): _____ **Center:** _____

Parent's Name (first & last): _____ **Date:** _____

- 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.

	<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

Additional changes will cost \$5.00 each.

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: _____