

Change of Information Form & Vacation Request

Student's Name: _____

Classroom: _____ Date Requested: _____

Address/Phone Number Change

☐ Mother

☐ Father

☐ Cell

☐ Home

☐ Work

Address _____

Phone _____

Dropping From School

At the time that enrollment is terminated, the parent must give notice, in writing, at least two weeks prior to date of withdrawal. Parents are responsible for tuition during the two-week notice.

Date of Withdrawal _____ Reason _____

Request for Prorated Vacation Days

If a child is out for a complete week the parent may request "vacation credit" for that week. A maximum of two weeks credit may be permitted in each calendar year (July - June). To receive credit, a parent must submit a "Change Of Information" form prior to the 15th of the month. Vacation credit will only be credited the month following the vacation time taken so it can be verified by the attendance records. Partial days or weeks will not receive any credits.(i.e. if your child attends 2 days a week, he/she has 4 days prorated vacation.) **Vacation Dates Requested:** _____

Schedule Change

The parent must first contact the preschool office to verify availability, and then submit a "Change of Information" form prior to the 15th of the month for the change to be reflected on the next billing statement. Schedule changes will become effective only on the 1st of each month.

New Schedule (Circle appropriate information.)

Days: M T W TH F **Length of Days:** Full Half **Effective Date:** _____

Parent Signature _____ **Date** _____

Staff Use Only:

Office:

_____ Date Received

_____ Staff Initials

_____ Admin

_____ Teacher

_____ Roster

_____ RenWeb

Billing:

RenWeb Status _____

Current Tuition _____

Recurring Tuition _____

Discounts _____

Adjustments _____

Statement Sent _____

Notes: