



SCHEDULE CHANGE REQUEST

NOTE: All changes must be requested prior to the 10th of the month. Requests made after the 10th of the month will not be effective until the following month.

Use this form when adding or dropping days or to withdraw your child from the RVC Childcare & Preschool center. Schedule changes can be accommodated only if space is available. Any increase in tuition is due upon confirmation of the new schedule.

____ / ____ / 20____

Today's Date

____ / ____ / 20____

Schedule Change Effective Date

Child's Name _____ Class Room _____

Parent/Guardian's Name _____

Cell Phone _____ Email _____

Please indicate your child's current and new schedule using check marks in the appropriate boxes below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Current Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE

Current Fee _____ New Fee _____

Current Monthly Payment _____ New Monthly Payment _____

PRORATED AMOUNT DUE _____ **TUITION DIFFERENTIAL** _____

Parent/Guardian's Signature _____

Date

RVC Staff Signature _____

Date