

Saint Miriam Daycare & Preschool

ENROLLMENT CHANGE FORM

This form is to be used if you wish to make a change to your child's current schedule or withdrawal from Saint Miriam Daycare and Preschool.

Per policy, the Director of Schools needs to be notified three weeks in advance of any changes to schedules or notice of withdrawal. Unless fees have already been paid to cover the three weeks, fees to cover that time period will be due immediately upon receipt of this notice. **If withdrawing, and the School Director does not receive a completed/signed ENROLLMENT CHANGE FORM, at least three weeks in advance, tuition fees are due as regularly scheduled until the completed/signed form is received.**

Child's name: _____ Current Class: _____

Today's date: _____ Effective Date of Requested change: _____

Change being requested:

- | | |
|---|--|
| <input type="checkbox"/> Age or Developmentally Appropriate move from Room _____ to _____ | |
| <input type="checkbox"/> Increasing days per week | <input type="checkbox"/> Decreasing days per week |
| <input type="checkbox"/> Going from part day to full day | <input type="checkbox"/> Going from full day to part day |
| <input type="checkbox"/> Adding before care | <input type="checkbox"/> Dropping before care |
| <input type="checkbox"/> Adding extended day | <input type="checkbox"/> Dropping extended day |
| <input type="checkbox"/> Changing days in attendance each week | <input type="checkbox"/> Withdrawing from SMS |

Specifics of the change requested above: _____

Date received by Director: _____ Signature: _____

Date processed by Procure Admin: _____ Fees due: _____

Date Fees Posted: _____ Date Fees Paid: _____

Date notice sent to all teaching staff as required: _____