

Saint Miriam Daycare & Preschool

ENROLLMENT CHANGE FORM

This form is **required for all requested schedule changes or withdrawal** from Saint Miriam Daycare and Preschool. Requests for schedule changes will be reviewed ASAP but schedules need to be reviewed before requests are honored. **Please wait for confirmation before changing your family plans.**

Per policy, the Director of Schools needs to be notified three weeks in advance of any requested schedule changes or notice of withdrawal. If **adding days** to a child's schedule mid-month; fees to cover additional days during current month are due immediately. If **reducing days** to a child's schedule mid-month; there are no refunds for the current month. All fee adjustments resulting from a schedule change will go into effect on the first of the month following the schedule change. If **withdrawing** with less than three weeks' notice, regular tuition fees are due immediately to cover three weeks tuition beginning the day the School Director receives this form.

Child's name: _____ Current Class: _____

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

Change being requested:

- Age or Developmentally Appropriate move from Room _____ to _____
- Increasing days per week Decreasing days per week
- Going from part day to full day Going from full day to part day
- Adding before care; drop-off time: _____ Dropping before care
- Adding extended day; pick-up time: _____ Dropping extended day
- Changing days in attendance each week Withdrawing from SMS
- REQUEST TO "DROP IN" on non-scheduled day(s) – please wait for Director approval before solidifying plans. Please list the details below including date(s) and time(s) of request.

Specifics of the change requested above: _____

Parent/Guardian Signature: _____

OFFICE USE ONLY. Date request received at SMS: _____

Request reviewed by: _____ Approved or Denied. **If Approved, list start date:** _____

	Completed by:	Date completed:
Confirm approval via email to parents through Procure		
Update Procare Schedule to reflect change:		
Update Procare Child Billing Box to reflect change:		
Collect Fees if required before next monthly billing		
Adjust monthly billing to reflect change going forward		
Notify teachers & distribute updated info to all classrooms		

If request is denied

Confirm denial & reason via email to parents through Procure		
Add to Monday.com as needed to review when space available		