

# 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 45 days** 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 45 days' notice, regular tuition fees are due immediately to cover 45 days' 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 extended day
- Adding extended day; pick-up time: \_\_\_\_\_  Withdrawing from SMS
- Changing days in attendance each week
- 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:

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Parent/Guardian Signature: \_\_\_\_\_

### OFFICE USE ONLY

Request Reviewed by: \_\_\_\_\_  Approved or  Denied    Date Request Received: \_\_\_\_\_ Start Date \_\_\_\_\_

|  | Completed By | Date Completed |
|--|--------------|----------------|
| <b>Confirm approval</b> via email to parents through Procure           |              |                |
| Update Procure <b>Schedule</b> to reflect change                       |              |                |
| Update Procure <b>Child Billing Box</b> to reflect change              |              |                |
| <b>Collect fees</b> if required before next monthly billing            |              |                |
| <b>Adjust monthly billing</b> to reflect change going forward          |              |                |
| <b>Notify teachers &amp; distribute updated info to all classrooms</b> |              |                |

*If request is denied*

|   |  |  |
|---|--|--|
| <b>Confirm denial &amp; reason</b> via email to parents through Procure |  |  |
| <b>Add</b> to Monday.com as needed to review when space available       |  |  |