

CHANGE OF SCHEDULE And/Or WITHDRAWAL FORM AND MANDATORY POLICIES

(Revised 11-2-2023)

CLASSROOMS AT CHILD'S PLAY

1. The New Beginnings- Young Infants
2. The Pitter Patters- Old Infants
3. The Little Wonders- Young Toddlers
4. The Colorful Crayons- Old Toddlers
5. The Stepping Stones- Young 2's
6. The Caterpillars- Old 2's
7. The Helping Hands- Young 3's
8. The Leap Frogs- Old 3's
9. The Smart Cookies- 4-K
10. The Smarties- School Age

❖ Children in the New Beginnings' through the Stepping Stones' classrooms:

- **30 day written notification** of schedule change or withdrawal.
- Part-time is not available.

❖ Children in the Caterpillars' through the Smarties' classrooms:

- **2-week written notification** of schedule change or withdrawal
- Children in the Caterpillar classroom: **3 day minimum**
- Children in the Helping Hands' through the Smarties' classrooms: **2 day minimum**

(SEE REVERSE SIDE)

CHANGE OF SCHEDULE

I wish to notify Child's Play of a change in schedule for (child/children's name)

The present schedule is as follows: _____

The new schedule is as follows: _____

This change is effective (Refer to Policy Above): _____

Today's date: _____ Parent's Signature: _____

Today's date: _____ Administration Approval: _____

WITHDRAWAL

I wish to notify Child's Play that I intend to withdraw (child/children's name)

_____ because _____

_____.

This change is effective (Refer to guidelines above): _____

Today's date: _____ Parent's Signature: _____

Today's date: _____ Administration Approval: _____