

EMU CHILDREN'S INSTITUTE

SCHEDULE CHANGE FORM

Please note: Adding hours or re-arrangement in schedules can be accommodated only if space is available. **For a Schedule Change for the Great Start to Readiness (GSRP) please request a GSRP Schedule Form.**

ADDING SESSIONS: Day/Sessions may be added at any time on a space-available basis. Any differential in tuition for the current month will be billed and is due upon confirmation of the new schedule.

DROPPING SESSIONS: A \$10.00 per day/session (morning and lunch or full day) fee will be assessed for each dropped day/session beginning the first day of the semester.

SWAP AND DROP: The Children's Institute does not swap days.

Today's Date _____ Schedule Change Effective Date _____

Child's Name _____ Class Room _____

Parent/Guardian's Name _____ Day Phone Number _____

List any food accommodations that needs to be met _____

YOUR CHILD'S CURRENT SCHEDULE: Please indicate your child's current schedule with check marks in the appropriate boxes below.

<u>DAYS</u>	7:30-1:00 Includes Breakfast and Lunch Preschool Only	7:30-5:30 Includes Breakfast Lunch and Afternoon Snack
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

YOUR CHILD'S NEW SCHEDULE: Please indicate the new schedule you are requesting for your child with check marks in the appropriate boxes below.

<u>DAYS</u>	7:30-1:00 Includes Breakfast and Lunch Preschool Only	7:30-5:30 Includes Breakfast Lunch and Afternoon Snack	Applicable Fee Office Use Only
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Current Semester Fee _____ New Semester Fee _____

Current Installment Payment _____ New Installment Fee _____

PRORATED AMOUNT DUE _____ **TUITION DIFFERENTIAL** _____

Parent/Guardian's Signature _____ Date _____

Institute Staff Signature _____ Date _____