



Schedule Change Form

Schedule Changes at Kid Zone

Your child may have a variety of schedule changes while at Kid Zone, including a(n):

1. Permanent schedule change
2. Temporary Schedule Change
 - a. Adding one or more days
 - b. Switching a day

If you would like to adjust your child's schedule, the Kid Zone office must approve the change. Please complete this form within the appropriate space for your request.

Child(ren)'s Name(s): _____

Parent's Name: _____ Today's Date: _____

1. Temporary Schedule Change (from full time to part time): If your child's standard schedule must permanently change, please submit this form to the Kid Zone office **at least 30 days prior to the date change**. Kid Zone management will review the classroom enrolment opportunities and respond within 1 week.

Starting on _____ (insert date), we would like to request our child's schedule change from _____ to _____ days per week. The new schedule would be as follows:

**Please see the fee schedule for details on how your tuition payment will be impacted.*

For Part-Time Families Only

3. Temporary Schedule Change: A minimum of five-day notice of the requested temporary schedule change is required in the Kid Zone office prior to approval.

c. Adding a Day				
Classroom	Duckling Cove	Turtle Rock or Bunny Burrow	Bear Cub Cave, Moose Trail	Fox Den, Owl Nest
Extra Day	\$200	\$175	\$160	\$150

I would like to add an extra day(s) on _____(insert date(s))

I understand that the additional amount indicated above, per child, will be added to my tuition payment.

I would like to switch _____ (insert date) for _____(insert date)

I understand that \$50/day/child will be added to my tuition payment.

If you have any questions regarding this form or how changes may affect your tuition payment please call or email the Kid Zone office – 952-929-7636, or director@kidzoneslp.com