



The Caring Center  
Change of Schedule Form

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Current Schedule: Please Circle

M T W Th F

Time: \_\_\_\_\_

I would like to change my child's schedule to: Please Circle

M T W TH F

Time: \_\_\_\_\_

To Be Effective On: \_\_\_\_\_

This change will be \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary until: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Schedule Change Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Executive Director)

Entered in QuickBooks by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Bookkeeper)

Copy of change given to parent by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Front Desk)