ENROLLMENT STATUS CHANGE

Child's Name: ____

Current enrollment status:

- **O Full time**
- **O Part time (number of days per week: ________)**
- **O Drop in status**

I would like to change the enrollment status of my child to:

- **O Full time**
- **O Part time (number of days per week: ________)**
- **O Drop in status**
- **O Inactive / Temporarily withdrawn**

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

Guidelines:

1. To change the enrollment status of your child requires a one-week notice.

2. Converting your child's enrollment to "Inactive / Temporarily withdrawn" requires payment in advance of the equivalent of one week's tuition for the week your child will return. This payment will be used to reserve your child's spot when your child returns and will be applied to the first week's tuition fees. This deposit payment is non-refundable in the event your child does not re-enroll.

3. When a child's enrollment changes to the "drop in" basis attendance will be granted on a "as available" basis. Parents will be asked to call the school 24 hours in advance of the day you would like for your child to drop in.

Signature Of Parent: ____

Date: ________________________________