



**Schedule Change Request Form
Cornell Child Care Center**

In accordance with your Parent Enrollment Agreement, all schedule changes (including withdrawal) require a 30 day written notice. Request for changes will be honored whenever possible, based on space availability. Minimum enrollment is two half days per week. Please note that if you are requesting a temporary schedule reduction, spaces are not held open and therefore may not be available when you wish to increase your enrollment days. If the days requested are not available, you will be placed on a waiting list. Withdrawal from the program with subsequent re-enrollment will require a new registration form and fee.

Child's Name _____ Classroom _____

Current Schedule: _____

Requested Schedule (please circle or highlight):

Monday-Friday (5 Days a week)	Full Day (7am-6pm)	Morning Only (7am-12pm)	Afternoon Only (1pm-6pm)
Monday, Wednesday, and Friday (3 Days per week)	Full Day (7am-6pm)	Morning Only (7am-12pm)	Afternoon Only (1pm-6pm)
Tuesday and Thursday: (2 Days per week)	Full Day (7am-6pm)	Morning Only (7am-12pm)	Afternoon Only (1pm-6pm)

Effective Date: _____

Parent's Signature _____ Date _____

For office use only

Request processed/approved? _____ Initials _____ Date _____