



**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 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 \_\_\_\_\_

Change Request (Please check one):

- ☐ Schedule Change: Please choose from the following schedules

Monday-Friday:      FULL DAY    AM ONLY    PM ONLY

Monday, Wednesday, and Friday:    FULL DAY    AM ONLY    PM ONLY

Tuesday and Thursday:      FULL DAY            AM ONLY      PM ONLY

- ☐ Withdrawal      Last day \_\_\_\_\_

Reason for withdrawing \_\_\_\_\_

Are you planning to come back (please circle)? NO   YES   if yes, when? \_\_\_\_\_

- ☐ Other \_\_\_\_\_  
\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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*For office use only*

Request processed/approved? \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_