



Temporary Schedule Change Request

If you need for your child to arrive early or stay late on a temporary basis, please submit this form to your child's Directress. This request must be submitted at least 48 hours before new hours begin.

You will be billed an hourly fee of \$10.00 per hour. This fee is assessed in hour increments and will be based on the number of hours that your child is here before or after their normal schedule. You will be notified **ONLY** if space is ***not*** available.

Child's Name _____ Environment _____

Please change my child's schedule for the following date(s): _____

My child will arrive earlier than scheduled: Time child will arrive: _____

My child will leave later than scheduled: Time child will leave: _____

My child will attend on a non-scheduled day: Day(s) child will attend: _____

Parents – a packed lunch with a drink must be provided by the family if child is staying later than normal pick-up time.

Parent Signature _____ Date _____

For office use – do not complete information below this line.

_____ Directress' initials _____ Date received

_____ Office _____ Date received

_____ Business Manager _____ Date received

Distribution: A.M. Environment _____ P.M. Environment _____
date date

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