



## Change Request

Please submit this form to your child's Directress at least 48 hours prior to the date of the requested change. The Directress will review your request and notify you if we can accommodate your request.

Child's Name \_\_\_\_\_ Environment \_\_\_\_\_

Date requested change will begin \_\_\_\_\_

Please indicate change:

**Circle all changes that apply**

### **Before School Care**

7:00 am-9:00 am	Add	Delete	3 days/week	5 days/week
8:00 am-9:00 am	Add	Delete	3 days/week	5 days/week

### **School Day**

9:00 am-Noon	Add	Delete	N/A	5 days/week
9:00 am-3:15 pm	Add	Delete	3 days/week	5 days/week

### **After School Care**

3:15 pm-5:00 pm	Add	Delete	3 days/week	5 days/week
3:15 pm-6:00 pm	Add	Delete	3 days/week	5 days/week

### **Hot Lunch Program**

Daily	Add	Delete	3 days/week	5 days/week
Pizza Friday Only	Add	Delete		

### **Daily Napper**

Add	Delete
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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

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_____ Directress' initials	_____ Date received (Please notify Before Care/After Care staff if applicable)
_____ Office	_____ Date received
_____ Business Manager	_____ Date received

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