

Erwin Child and Family Center

Change of Enrollment

Two week notice is required to change enrollment. Changes must be approved by Center Director in order to be effective. You will receive notice of approval or denial within one week of submission. Changes need to occur on Mondays in order to be considered.

Child's Name _____

Room _____

Date of Request _____

Enrollment Change Effective Date _____

I am requesting that my child's enrollment be changed to:

Full-time (21 or more hours/week)

Part-time (20 hours or less/week)

Requested schedule for Part-time: _____

Parent Signature

Date

____ Approved ____ Denied

Center Authorized Signature

Date

Cc after approval/denial:

Parent

Director

Asst. Director

Billing Office

Classroom

Receptionist