

Tiny Geniuses Preschool and Daycare Vacation & Schedule Request Form

Child/Children's First & Last Name (Please Print)

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____

Phone Number _____

Please fill out the section that that applies to your request.

Requests will be granted depending on your allowed Tuition Free days and availability in the program. Children who attend regular full day or half day programs are not permitted to switch days. You may add a day to your child's schedule, but tuition will still be due for the days your child normally attends. Please give us at least a week notice for schedule changes and additional days of care to reserve a spot. We will not permit schedule changes or additional days of care if it does not work with our ratios, classroom sizes, or current staffing availability. Vacation days received after Wednesday each week may be applied to the following week's tuition if you are on auto charge. Please hand in this form in advance to help us run a smooth program.

Vacation/Sick Days

I would like to use the following days as my tuition free vacation/sick days:

_____ for my Child _____

_____ for my Child _____

Schedule Change

I would like to request a permanent schedule change for my child/children _____ New Schedule Start

Date _____

Current Schedule (Please circle all days enrolled)

M T W Th F

(Please circle one)

Full Day Part Day

New Schedule (Please circle all days you are requesting)

M T W Th F

(Please circle one)

Full Day Part Day

Withdrawal Notice

**You must give a two week notice prior to withdrawal. Tuition will be charged for up to two weeks after child/children's last day with TGPD if this form is not completed two weeks prior to your child's last day.*

My child/children's last day at TGPD will be _____

Reason for withdrawal _____

For TGPD Office Use Only

Request Approved ()

Request Denied ()

Comments:

You have _____ Tuition Days left until _____ Program Director Initials _____ date _____