

South Lyon Kids Club
PERMANENT CHANGE IN SCHEDULE

Two schedule changes permitted at no charge
\$25.00 charge per change after 2 schedule changes have been requested

Today's Date _____

Child/ren's Name _____

School _____

Parent Email Address & Telephone # _____

This form is to be used to permanently ADD or DROP sessions from your child's weekly schedule.

Schedule changes must be made VIA THIS FORM ONLY and submitted to your child's Kids Club Site Leader. Emailed or faxed forms will not be accepted.

Approval for ADDING days to a schedule is based on availability and must be approved by your child's Kids Club SITE LEADER. The office will email final confirmation of this change to you.

New Schedule

***Upon Office Approval**

Please change my child's schedule to:

Monday AM _____ Tuesday AM _____ Wednesday AM _____ Thursday AM _____ Friday AM _____

Monday PM _____ Tuesday PM _____ Wednesday PM _____ Thursday PM _____ Friday PM _____

Please make this schedule change effective starting the week of Monday, _____

(schedule change requests can be submitted up to two weeks in advance)

*Please note this change is not valid until final approval by ECC Office Administration

For Office Use Only

Date/Time Received: _____ am pm

Site Leader Signature _____

Administrator Final Approval _____

For Office Use Only

Schedule Change #1

Schedule Change #2