

NONOTUCK COMMUNITY SCHOOL, INC.  
**SCHEDULE CHANGE REQUEST FORM**

Our budget and teacher:child ratios are based on projected enrollment. At enrollment, new families commit to a schedule and sign an enrollment contract through June 30th of the following year. In March of each year, parents are consulted to confirm enrollment for the summer (July and August) and the next school year (September through June). Families sign new contracts at that time.

Children must remain enrolled at Nonotuck through the summer to continue for the next school year. Different schedules can be requested for the summer. Families who enroll for 4 or 5 days during the school year may reduce their summer hours (in July and August) by 25% based on their previous years' schedule. *(from Parent Handbook)*

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

**SCHEDULE CHANGE:** If a family would like to increase their hours or days, we do our best to accommodate those needs. Reductions to a child's schedule require a minimum 6-week notification. Parents are responsible for the contracted time at the tuition rates in effect at that time until the first of the month following the 6-week notification. Reductions to the contracted schedule of 7 or more hours will also be assessed a \$200.00 schedule change fee. If a child's schedule is reduced by 7 or more hours or the child withdraws from Nonotuck before the end date specified in any contract period, the family will not be eligible for a deposit refund. *(from Parent Handbook)*

Current Schedule \_\_\_\_\_

New Schedule \_\_\_\_\_

Effective Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

**LEAVING SCHOOL:** If the child is withdrawing from Nonotuck, parents must provide at least one month's written notice to the Director. Parents are responsible for tuition for a minimum of four weeks before the scheduled departure from the School and after the Director is notified in writing. A family who withdraws a child from Nonotuck during the week before the December/January week vacation must pay through December even when advance notice of the withdrawal is given. Families who withdraw before the current contracted period will not receive a deposit refund. *(from Parent Handbook)*

\_\_\_\_\_ Child Leaving Center

\_\_\_\_\_ Last Day

Parent Signature \_\_\_\_\_