

NONOTUCK COMMUNITY SCHOOL, INC.  
SCHEDULE CHANGE REQUEST FORM

Our budget and teacher: child ratios are based on projected enrollment. Parents are asked to make a schedule commitment from the beginning of September to the end of June. When a child is enrolled at the School, parents sign a contract reflecting the family's given schedule and fee. That contract remains in effect until a change is agreed upon between Nonotuck and the parent. Different schedules can be arranged for the summer. However, in the event that a change in schedule is requested during the school year, we will do our best to accommodate your needs. (from Parent Handbook)

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

**SCHEDULE CHANGE:**

Schedule change requests must be given to the Director in writing, preferably one month in advance of the anticipated change. Reductions to a child's Nonotuck schedule shall require a minimum two-week notification and will occur on the first of the month following the two-week notification. If a parent wishes to reduce hours prior to the first of a month (but after the two week notification period), the parent must pay a \$25.00 fee. A maximum of ONE schedule change per month will be allowed. A family that fails to give timely notice of a decrease must pay 2 weeks of tuition at the previous rate after the date of notice. (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 and 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. (from Parent Handbook)

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

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

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

Directors Approval \_\_\_\_\_