

Village Green Montessori SCHEDULE CHANGE REQUEST FORM

Any schedule changes after June 1 of the current school year will require a \$25.00 change fee. Payment must be submitted with your schedule change request form. Your request cannot be process without payment. In the event that your schedule change cannot be honored, your payment will be returned in full.

Today's Date: _____

Student's Name: _____

Student's Date of Birth: _____

Name of Parent Requesting Schedule Change: _____

Student's Current Schedule (Please circle your child's current scheduled days & times):

| | | | | | |
|-----------|--------------|--------------|-------------|--------------|-------------|
| Monday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Tuesday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Wednesday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Thursday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Friday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |

Student's Requested Schedule Change (Please circle requested days & times):

| | | | | | |
|-----------|--------------|--------------|-------------|--------------|-------------|
| Monday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Tuesday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Wednesday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Thursday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |
| Friday | 8:30 - 11:30 | 8:30 - 12:30 | 8:30 - 3:30 | 11:30 - 3:30 | 12:30- 3:30 |

Please know that we make every attempt to accommodate our parent's requests. However, schedule changes are not always possible due to space limitations. VGM has a variety of class schedules and teachers to be considered. Please allow 10 business days to process your request. Thank you in advance for your patience.

To process your request, return the schedule change form and payment to the office.

Parent Signature

Date

Ann Phillips

Date