



REQUEST TO ADD/SWITCH DAYS/HOURS

I am requesting to add the following days/hours for my child(ren):

 Child(ren)'s Name(s)

(times are approximate):

Monday	Tuesday	Wednesday	Thursday	Friday
Date:	Date:	Date:	Date:	Date:
IN	IN	IN	IN	IN
OUT	OUT	OUT	OUT	OUT

I am requesting to switch the following days/hours for my child(ren):

 Child(ren)'s Name(s)

Switch _____ for _____ (times are approximate):

Monday	Tuesday	Wednesday	Thursday	Friday
Date:	Date:	Date:	Date:	Date:
IN	IN	IN	IN	IN
OUT	OUT	OUT	OUT	OUT

 Parent/Guardian Signature