



REQUEST TO ADD/SWITCH DAYS/HOURS

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

Child(ren)'s Name(s)

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 _____

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

Parent/Guardian Signature

Date

Director Signature

Date