



Early Learning Center

Program Change Form

We understand that changes may occur within families during the program year which may affect the needs for childcare. These changes to our program's enrollment may have an impact on the care we provide each child at Glen Mar Early Learning Center. In order to assist and meet the needs of the program, the Director or Assistant Director will be responsible for approving any changes to a child's enrollment solely based on availability.

Please complete the bottom portion of this form and submit it to the administrative staff as soon as possible. Glen Mar Early Learning Center requires a 30-day notice that will take effect from the date turned into administration. During these 30-days you will be responsible for tuition payments for your child's current enrollment in our program.

Date Submitted: _____

I would like to change _____'s enrollment from
(Child's Name)
_____ to _____ as of _____.
(Current Enrollment) (Desired Enrollment) (Effective Date)

Reason for Change: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Office Use Only

Date Received: _____

Approved

Denied

Effective Date of Changes: _____

Administrator Signature: _____ Date: _____

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