



Change of Program Form

Per our enrollment agreement, program changes are only permitted on the 1st day of a month and must be requested in writing to the front office staff or school director a minimum of one week prior to the change. A change from Full time to Academic day is an example of a Program Change.

Child/Children's Names:	
Today's Date:	
Date of Program Change:	1 st day of
Current Program:	
New Program:	
Parent/Guardian's Name:	
Parent/Guardian's Signature:	

Received by Elements Staff:	
Date Received:	
Entered in ProCare:	

Infant Programs:

Full Time Care Only 6:30-6:30 M-F

Toddler/Transitional, and Primary/Kindergarten Programs:

Academic Day 8:30-3:30

5-day M-F

3-day MWF or TWT

Full Time 6:30-6:30

5-day M-F

3-day MWF or TWT

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