

Hilltop Children's Center
REQUEST TO CHANGE SCHEDULE / NOTICE OF TERMINATION

Child's Full Name: _____ Today's Date: ____ / ____ / ____.

Your signature: _____

My child will be leaving Hilltop. Her/His last day will be: ____ / ____ / ____.

To assure full enrollment we offer an incentive to families who give us advance notice. You will be billed for one month tuition beyond the date that notice is given or through your child's last day, whichever is later. If a partial month is involved, the tuition will be prorated on a daily basis. If we receive notice of termination 60 days before your child's last day, we will refund \$250 of your initial enrollment fee after final payment. If we receive 30 days notice, we will refund \$100 of your enrollment fee.

Comments: _____

I wish to decrease my child's schedule, effective: ____ / ____ / ____.

(Note: we will notify you when a part-time space becomes available.)

Please circle the days you wish your child to attend: Mon Tue Wed Thu Fri

(for school age only)

Please check any that apply: before and after after school only before school only

Comments: _____

I wish to increase my child's schedule, effective: ____ / ____ / ____.

(Note: we will notify you when a fulltime space becomes available.)

Please circle the days you wish your child to attend: Mon Tue Wed Thu Fri

(for school age only)

Please check any that apply: before and after after school only before school only

Comments: _____

-----Office Use Only-----

(termination)

Final month's tuition: _____

Entered to Peachtree: _____

(increase or decrease)

New tuition: _____

Entered to Peachtree: _____

Peachtree recurring entries deleted or changed: _____

Teachers notified

Change noted in log book

Changes made to Excel roster

New sign in sheets copied / distributed

Changes made to bus schedule

Schedule copied / distributed