

## Discovery Link School-Age Child Care SCHEDULE CHANGE FORM

All Schedule Change forms must be completed and turned in to your child care site. We can also accept your change requests via fax at 720-423-1507 or email to [discovery\\_link@dpsk12.org](mailto:discovery_link@dpsk12.org). Once we receive your schedule change request your new schedule start date will be determined then you will be notified of the change. **A separate form is required for each child. Please Note: If you are withdrawing (dropping) from a program we cannot guarantee availability should you wish to re-enroll.**

Child's Name:	Today's Date:
Parent's Name:	
Site:	

<b>OLD Schedule</b> <i>(Place an X in the days your child currently attends each program)</i>	<b>Early Release*</b>						
	M	T	W	TH	F	F 1-3 pm	F 1-6 pm
<b>EARLY RISER</b>							
<b>KADOODLES</b>							
<b>AFTER-SCHOOL</b>							

Parents, please list your requested date for the new schedule to begin: \_\_\_\_\_

Confirmed date for the new schedule to begin: \_\_\_\_\_ *(to be determined by your Site P/S or Senior Program Director)*

<b>NEW Schedule</b> <i>(Place an X in the days you would like your child to attend each program)</i>	<b>Early Release*</b>						
	M	T	W	TH	F	F 1-3 pm	F 1-6 pm
<b>EARLY RISER</b>							
<b>KADOODLES</b>							
<b>AFTER-SCHOOL</b>							

\* **Early Release** days occur at DLS & Roberts locations only

There is a \$10 administrative fee for the first schedule change, \$15 for the second, and \$25 for each change thereafter during a school year. There is No Charge for Schedule Changes made before the first day of school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Received in Front Office by: \_\_\_\_\_ Date: \_\_\_\_\_

Scanned into Pro-Care: \_\_\_\_\_

Comments: \_\_\_\_\_

New Schedule Start Date: \_\_\_\_\_

Roster Updated: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_