



NOTIFICATION OF SCHEDULE CHANGE

All schedule changes for a given month must be made in writing on this form. Verbal changes to any Comet Care staff member will not be considered valid.

It is important that the scheduled changes are completed before the 20th of the month. Comet Care needs to make sure that there is appropriate staffing. Therefore, we need time to hire more staffing if needed. If you need to add on more days for the existing month, a voucher book must be purchased.

Please complete a separate form for each child affected by the change in schedule. No changes can be made once the month begins.

Please note: Changing to per diem status or withdrawing from the program are **not** considered “**schedule changes**”.

Please make the following changes in schedule for my child

Name of Child

CURRENT

NEW

Monday _____

Monday _____

Tuesday _____

Tuesday _____

Wednesday _____

Wednesday _____

Thursday _____

Thursday _____

Friday _____

Friday _____

I would like this change to be effective _____
Date

Today's date _____
Signature

FOR OFFICE USE ONLY

Program Supervisor notified _____ Date _____ By _____

Attendance record changed _____ Date _____ By _____

Changed in billing system _____ Date _____ By _____