

F.M. Kirby Children's Center

Change of Service Form

Please note Infant, Toddler and Preschool families are required to give 4 weeks notice for all withdrawals or drops in service. Two weeks is required for all Kindergarten and School Age changes.

Today's Date: _____

Child's Name: _____

Current Classroom: _____

Days Currently Enrolled: _____

New desired schedule:

Date for Change: _____

Monday Tuesday Wednesday

Thursday Friday Times _____

Other notes _____

Withdrawal from Kirby:

Withdrawal Date: _____

Reason for withdrawal: _____

Parent Signature: _____

Office Use only

Received by:

Entered in CoS

