F.M. KIRBY CHILDREN’S CENTER
CHANGE OF SERVICE FORM

**Please note:** Two weeks notice is required for all changes in
days and withdrawals. Therefore, billing changes/termination of
fees will take effect two weeks from the date of notice.
Changes are expected to be in effect for a duration
of at least four weeks.

Today’s Date: ________________________________
Child’s Name: ________________________________
Current Classroom: ____________________________
Days Currently Enrolled: _______________________

New desired schedule:
Last day of Old Schedule: _______________________
First day of New Schedule: _______________________

☐ Monday  ☐ Tuesday  ☐ Wednesday

☐ Thursday  ☐ Friday

Other notes: __________________________________

Withdrawal from Kirby:
Withdrawal Date: _______________________________
Reason for withdrawal: ___________________________

Parent Signature: __________________________________

Office Use only:

☐ Change of Service  ☐ EZ Care  ☐ Bus Schedule

☐ Active Net  ☐ Enrollment Spreadsheet

If Leaving:

☐ Pull folder  ☐ Remove from Licensing & Classroom Spreadsheets