

New Drop-Off and Pick-Up Time or Schedule Change Request

Child's Name: _____

Date of Birth: _____
Month-Day-Year

Center Name: _____

Submission Date: _____
Month-Day-Year

Current Schedule

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Drop-Off Time: _____ Pick-Up Time: _____

Requested Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Earliest Drop Off					
Latest Drop Off					
Earliest Pick Up					
Latest Pick Up					

Notes: _____

Requested Start Date for New Schedule: _____

Terms and Acknowledgement

- ILM requires a minimum of 30 days' notice for schedule changes.
- Availability for increased care days or time changes is subject to space and staffing.
- Schedule changes may take 1–3 months to process.
- Drop-off after 10:00 AM is not permitted **unless prior arrangements are confirmed.**
- Schedules totaling 10 or more hours per day will incur an additional fee of \$200/month or \$15/day.
- Changes must be approved before they can take effect.
- Pick-up after center closing or after scheduled pick-up time will result in late pick-up fees as outlined in the Parent Handbook.

Parent/Guardian Signature _____

Date: Month-Day-Year _____

2nd Parent/Guardian
Signature (if applicable) _____

Date: Month-Day-Year _____