



Weekly Schedule and Drop off & Pick Up Time - Change Request Form

Child's Name: _____

Date of Birth: _____
Month-Day-Year

Center Name: _____

Submission Date: _____
Month-Day-Year

Requested Start Date for new schedule: _____
Month-Day-Year

Day of the Week	Attending	OSC Care Type (if applicable)
Monday	☐	☐ Before ☐ After ☐ Both
Tuesday	☐	☐ Before ☐ After ☐ Both
Wednesday	☐	☐ Before ☐ After ☐ Both
Thursday	☐	☐ Before ☐ After ☐ Both
Friday	☐	☐ Before ☐ After ☐ Both

Schedule	Time (Maximum Time Frame: 30 min)
Earliest Drop-Off	
Latest Drop-Off	
Earliest Pick-Up	
Latest Pick-Up	

Once approved, the schedule above is your child's official drop-off & pick-up schedule.

- Late pick-ups after center closing will be charged according to the Parent Policy Book
- Schedules totalling 10+ hours per day are subject to an additional \$200 monthly/\$15 daily fee
- Changes may take 1–3 months to process, increases are subject to staffing availability
- Accounts requires a minimum 30 days for any changes to invoices

Please Note: To minimize disruptions to learning, drop-off is not permitted after 10:00 AM unless prior arrangements have been approved.

Parent/Guardian Signature

Date: Month-Day-Year