



Program Change Request Form

For planning purposes, Greensboro Montessori School assumes a family's Toddler or Primary student will maintain the same school-day schedule as he or she currently enjoys. For instance, if the student is currently enrolled in an Academic-Day program ending at 3 p.m., the School is planning for him or her to remain in an Academic-Day program for the upcoming school year. However, if a family's needs are different and they would like to change their student's program, either mid-year or at the start of a new school year, a Program Change Request Form should be submitted to the Admission Office as soon as possible.

1) This Program Change Request is being submitted for:

- a mid-year, immediate change
- the upcoming 20____ - ____ school year

2) The name and birthdate of the student for which this request applies:

Name: _____

Birthdate: _____ / _____ / _____
Month Date Year

3) The requested program:

Options for Toddlers (18 Months to 3 Years Old)

Half Day

8:15 a.m. to 12 noon

- Three Days (Tues., Wed. and Thur.)
- Five Days (Mon. through Fri.)

Academic Day

8:15 a.m. to 3:00 p.m.

- Three Days (Tues., Wed. and Thur.)
- Five Days (Mon. through Fri.)

All Day (Five Days Only)

7:30 a.m. to 6:00 p.m.

- Five Days (Mon. through Fri.)

Options for 3- and 4-Year-Old Primary Students

- Half Day (8:15 a.m. to 12 noon)
- Academic Day (8:15 a.m. to 3 p.m.)

Pending availability, does your student need a space in the Primary napping room? Yes No

Please note, if your Primary Student needs before- or after-school care (or both), please reference our Extended Care information sheet.

Signature(s)

I/We understand that changes to my/our child's enrollment status are subject to availability. Upon approval of this Program Change Request, this document will become an addendum to my/our Enrollment Agreement.

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

OFFICE USE ONLY

Date Received: _____
Date Approved: _____
Date Communicated to Family: _____
Date Effective: _____

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www.thegms.org