



REQUEST / CHANGE FORM

Child's Name: \_\_\_\_\_ Room#: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Parent's Name: \_\_\_\_\_ Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

NEW ADDRESS NEW PHONE NUMBER Carrier: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_
Work Phone: \_\_\_\_\_

PERSON AUTHORIZED TO PICK-UP CHILD (Please Circle) Add Delete One Time Only
Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

TWO MONTHS ADVANCE NOTICE REQUIRED FOR SCHEDULE CHANGE REQUEST
(If there is available space earlier, we will notify you.)

Current Schedule: \_\_\_\_\_ NEW SCHEDULE: [ ] Full Time (7 am - 6 pm)
[ ] Academic AM
[ ] Academic PM
[ ] Academic Day
[ ] 3 Days (MWF)
[ ] 2 Days (TTh)
[ ] Mornings
PROGRAM: [ ] Toddler-Option (Room 1)
[ ] Primary (Rooms 2 & 3)
[ ] Kinder (Room 4)

ABSENCE NOTICE (Please note that there is no tuition credit for holidays, illness, absences or vacation.)
As a courtesy notice to your child's teacher, please let us know of any extended absences.
\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ due to \_\_\_\_\_

MONTHLY LUNCHES MONTHLY BREAKFAST Add / Cancel [ ] 5 Days (M - F) [ ] 3 Days (M W F) [ ] 2 Days (T Th)
\*Monthly services will not be pro-rated; therefore notice must be given before the 1st day of the month to add/cancel for the following month.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- OFFICE USE ONLY -
Approved Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Logged: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_
Date Entered in Computer: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_
Comments: \_\_\_\_\_
Authorized School Official Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# IVYCREST MONTESSORI PRIVATE SCHOOL

## Breakfast/Lunch Sign-up

**Child's Name:** \_\_\_\_\_ **Room #:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

- Breakfast will be available for purchase for all full time students at the cost of **\$75/month**. For those attending part time or those who do not want to sign up for breakfast on a monthly basis, breakfast will be available for purchase at the daily rate of **\$4.00/day**.
- Lunches will be available for purchase for all full time students at the cost of **\$100/month**. Those attending part time (3 days per week) may purchase lunch for **\$65/month**. Those attending part time (2 days per week) may purchase lunch for **\$40/month**. For those who do not want to sign up for lunches on a monthly basis, lunch will be available for purchase at the daily rate of **\$5.50/day**. Everyone is welcome to pack a lunch from home.
- If you would like to sign up for breakfast and/or lunch on a monthly basis, it will be considered a recurring charge on your account until 30 days notice is given to cease. The monthly breakfast and/or lunch charge will not be prorated; therefore notice must be given on the 1st day of the month to cancel for the following month.
- Tuesdays and Thursdays are vegetarian days. (Dairy products and eggs are served on these days.)
- Monthly charges will not be refunded or prorated for vacation, illness, or absences.
- Lunches are not available on Fridays

- I would like to purchase breakfast on a monthly basis. My account will be charged unless I give a 30-day written notice to cancel monthly breakfast.  
 Full Time (MTWThF) ~ \$75.00
- I would like to purchase lunches on a monthly basis. My account will be charged unless I give a 30-day written notice to cancel monthly lunch.  
 Full Time (MTWThF) ~ \$100.00     Part Time - 3 days (MWF) ~ \$65.00     Part Time - 2 days (TTh or MW) ~ \$40.00
- I will purchase breakfast on an "as needed" basis. The daily rate of **\$4.00** will be charged to my account when I sign up for breakfast.
- I will purchase lunch on an "as needed" basis. The daily rate of **\$5.50** will be charged to my account when I sign up for lunch.
- I will pack a lunch for my child on a daily basis. The school has implemented a **"No Nut Policy."** ALL nut products are banned in ALL classrooms. (Per state licensing **two ice packs** must be placed in lunch box)

**Please do not send drinks with your child's lunch (no juice allowed). We will provide milk every day, year-round for all children.**

**Parent Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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