



Please Keep this form with your Daycare handbook if a change occurs that should be noted on your child's records, please complete this form and turn it in to the office. Upon receipt of this notice, we will make the requested change and give you a new form in case you have further changes.

Changes being requested (Please check appropriate items.)

- _____ Change of Address
- _____ Change of Telephone Number
- _____ Change of Mother's Place of Employment
- _____ Change of Fathers Place of Employment
- _____ Change of or Addition to persons to be called in case of emergency
- _____ Change of or addition to persons to whom child may be released
- _____ Change of marital status
- _____ Other: _____

Item to be deleted: _____

Item to be added: _____

2nd Item to be deleted: _____

2nd Item to be added: _____

Effective date for above changes: _____

Child's/Children's Name: _____

Parent's Signature _____ Date: ___/___/___

For office use only:

Changes noted and made by: _____ Date: ___/___/___