

**WOODS HOLLOW CHILDREN'S CENTER TEMPORARY ENROLLMENT CONTRACT**

*(The changes in contract hours are only for short period of time (1 – 5 days in length). Any other contract change requests must be done formally through the office with two weeks advance notice.)*

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This is a temporary contractual agreement between WHCC and

\_\_\_\_\_ for the contract hours for\_\_\_\_\_.  
Parent/Guardian Child

This form is completed in conjunction with the classroom teachers and will be recognized as valid only if requested 1 week in advance **and** after approval from Administration.

I am requesting a change of contract hours for the following dates:\_\_\_\_\_

My current contract hours are:\_\_\_\_\_

I would like my temporary contract hours for the above listed dates to be:\_\_\_\_\_ (max 10 hours/day)

I understand that if my child is here before or after the requested and approved hours I will be charged the early arrival/late pick up fee as stated in the WHCC Policies.

Parent signature:\_\_\_\_\_ Date:\_\_\_\_\_

Teacher Signature:\_\_\_\_\_ Date:\_\_\_\_\_

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