



## CANMORE COMMUNITY CHILDCARE

[www.canmorechildcare.ca](http://www.canmorechildcare.ca)

**Main Office**  
**Roundhouse Daycare Centre**  
606B 7th Avenue Canmore AB T1W 2H5  
403-678-5762  
[info@canmorechildcare.ca](mailto:info@canmorechildcare.ca)

**Out of School Care**  
**Junior Kindergarten (JK)**  
1033 Cougar Creek Drive Canmore AB  
OOSC 403-678-7755 JK 403-678-7570  
[ooscmanager@canmorechildcare.ca](mailto:ooscmanager@canmorechildcare.ca)  
[jk@canmorechildcare.ca](mailto:jk@canmorechildcare.ca)

### REQUEST FOR CHANGE OF ENROLLMENT STATUS

Today's Date:  
Child's Name:  
Current Classroom:

Parent's Name:

Presently my child attends:

Full Time or  Part Time -  Mon  Tues  Wed  Thurs  Fri

I am requesting that my child's days be changed to:

Full Time or  Part Time -  Mon  Tues  Wed  Thurs  Fri

Additional comments (eg. flexibility on days if part time):

Date change requested:

Parent's Signature:

\*Forms will only be accepted by email to [info@canmorechildcare.ca](mailto:info@canmorechildcare.ca)

#### \*\*\*PLEASE NOTE\*\*\*

Changes to enrollment days require 2 weeks' notice, are based on availability and will be processed in the order they were received. You will be contacted by administration regarding your request.

Approved by:

Date:

*(Revised Sept. 2023)*