



Pocalla Springs Elementary School

# SUMTER SCHOOL DISTRICT

2060 Bethel Church Road ♦ Sumter, South Carolina 29154 ♦ (T) 803.481.5800 ♦ (F) 803.481.5813

## Pocalla Springs Child Care Center

*“The Best Start to Education”*

To: All Parents

From: Director

Please keep this form with your school handbook and your school calendar. If a change occurs that should be noted on your child’s school records, please complete this form and sent it to the school immediately. Upon receipt of this notice, we will make the requested change and will send you another form in case you have further changes at some future date.

Changes being requested (please check appropriate items):

- Change of Address
- Change of Telephone Number
- Change of Mother’s/Fathers Work Number
- Change of (or addition to) persons to be called in case of emergency
- Change of (or addition to) persons to whom the child may be released
- Change of Time or Days of Care
- Other: \_\_\_\_\_

Item to be deleted: \_\_\_\_\_

Item to be added: \_\_\_\_\_

2<sup>nd</sup> item to be deleted: \_\_\_\_\_

2<sup>nd</sup> item to be added: \_\_\_\_\_

Effective date for above changes: \_\_\_\_\_

Signature

Date

For school use only:

Change noted and made by: \_\_\_\_\_ Date \_\_\_\_\_

Sumter School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. For inquiries regarding the policy, contact the Chief Operations Officer or the Director of Specialized Programs, Sumter School District, 1345 Wilson Hall Road, Sumter, SC 29150 or call 803-469-6900.

*Sumter School District is an equal opportunity employer.*