

Green Lane School
Green Lane United Methodist Church
470 Green Lane
Philadelphia, PA 19128
Phone (215) 487-0740
Email: greenlaneschooldirector@gmail.com



SCHEDULE CHANGE

Today's Date: ____/____/____

Child's Name: _____

Please select change in schedule below:

Drop-off time:	<input type="checkbox"/> 7:30	<input type="checkbox"/> 8:30			
Pick-up time:	<input type="checkbox"/> 12:30	<input type="checkbox"/> 2:30	<input type="checkbox"/> 3:30	<input type="checkbox"/> 4:30	<input type="checkbox"/> 5:30

Parent Signature: _____

NOTES: _____

OFFICE USE ONLY

Change check list:

- Calculate tuition amount to credit or amount owed
- Update Database
- Update Quickbooks
- Update Mailchimp
- Create new Tuition Agreement
- Date Complete**

Office Use Only
Date: _____
Cash or Check # _____
Amount Paid: _____

NOTES: _____

