

## Editable Form Instructions

### Electronic:

This form is an Editable PDF and the required fields on the form can be filled in directly by just typing, using the Latest Version of Adobe Acrobat Reader. Also with the Latest Version of Adobe Acrobat Reader, you can sign the form electronically saving you time. You then could Email the entire form to MLEDP for convenience.

**For Desktops and Laptops:** Click:  or go to: <https://get.adobe.com/reader>

This form is most easily filled out on a desktop or laptop computer, but you can also use a mobile device, such as a smart phone or tablet, but you **MUST** install the **Mobile Version** of **Adobe Acrobat Reader** on your iOS, Android, or Windows device. **Go to your App Store to get the Mobile Version of Adobe Acrobat Reader.**

**Mobile Note: Use the Pencil tool to sign with your finger, not the Sign tool**

### NOTE - AND THIS IS A BIGGIE

In Adobe Acrobat Reader, once you use the Fill & Sign Tool > Sign, and place a signature on the document, and then SAVE the document, you CAN NOT ALTER the form or add anything else. Saving the form with a signature on it, locks the form. This is a security function of Adobe Acrobat Reader.

Saving the document with an electronic signature is the key function.

**DO NOT SAVE** it until it is **completely filled out**.

**Once you Save a form with an Electronic Signature on it (using the Fill & Sign Tool > Sign) it is LOCKED FOREVER**

**Email:** If you fill in the form and sign electronically, email the form to: [Kids@MLEDP.org](mailto:Kids@MLEDP.org)

### Print Form:

You can also fill in the form electronically then print the form and sign by hand. You would then have to Mail the Form to MLEDP.

**Mail** the Form to:

MLEDP  
250 Mt. Lebanon Blvd.  
Suite 414  
Pittsburgh, PA 15234

Scroll Down to the **Kindergarten Care Permanent Schedule Change Form** below

## Kindergarten Care – Permanent Schedule Change

Requests for schedule changes must be made in writing two (2) weeks prior to the desired change.

Child's Name: \_\_\_\_\_

Your Daytime Phone: \_\_\_\_\_ Center Location: \_\_\_\_\_

Effective Date of Permanent Schedule Change: \_\_\_\_\_

Current Schedule - Designate Current Days of Care by  $\checkmark$  Checking in each box:

<b>CURRENT Schedule</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
	<b>AM - Before Kindergarten 7:00 AM to 8:30 AM</b>						
	<b>AM Care 7:00 AM to 12:30 PM</b>						
	<b>PM Care 11:15 AM to 6:30 PM</b>						
	<b>PM - After Kindergarten 3:30 PM to 6:30 PM</b>						

### Present Hours of Care Per Week (Check)

Up to 15 Hours	16 to 25 Hours	26 to 35 Hours	Over 35 Hours
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New Schedule – Designate New Days of Care needed by  $\checkmark$  Checking in each box:  
Just  $\checkmark$  Check Full Week for all the days within that week – you will be billed accordingly

<b>NEW Schedule</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
	<b>AM - Before Kindergarten 7:00 AM to 8:30 AM</b>						
	<b>AM Care 7:00 AM to 12:30 PM</b>						
	<b>PM Care 11:15 AM to 6:30 PM</b>						
	<b>PM - After Kindergarten 3:30 PM to 6:30 PM</b>						

### New Hours of Care Needed Per Week (Check)

Up to 15 Hours	16 to 25 Hours	26 to 35 Hours	Over 35 Hours
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_