

## Schedule Change Notification Form

***Please submit this form to WTTS Director.***

- Submit this form at least two weeks before the change of the schedule effective date.
- Changes can only be made on the 1<sup>st</sup> and 15<sup>th</sup> of the month.
- Require a \$10.00 payment for any and all changes.  
After the 4<sup>th</sup> change, the change fee is \$15.00

My Child(ren) \_\_\_\_\_ attend the WTTS and/or Early Bird Programs at Wildwood School on the following days:

### **Current Schedule:**

**Early Birds:**    M T W T H F *(Circle those that apply)*

**After School:**    M T W T H F *(Circle those that apply)*

### **I wish to change the schedule of attendance to the following:**

**Early Birds:**    M T W T H F *(Circle those that apply)*

**After School:**    M T W T H F *(Circle those that apply)*

**Withdrawal or resumption of schedule (withdrawals must be for more than 1 month):**

- My child was/were withdrawn from the program on: \_\_\_\_\_ (date) but will be resuming attendance on the above days.*
- I am withdrawing my child(ren) from the program.*

***I wish the above change to begin on \_\_\_\_\_ the 1<sup>st</sup> or \_\_\_\_\_ 15<sup>th</sup> day of \_\_\_\_\_.***

***REASON FOR WITHDRAWAL:*** \_\_\_\_\_

**I understand that in accordance with the Wildwood Time to Soar Program policies as stated in the Parent Handbook, I will be charged \$10.00 (\$15 after the 4<sup>th</sup> change) for ANY schedule change and that I am required to give a two-week written notice as specified in that agreement.**

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Parent Signature)