

## **Schedule Change Notification Form**

- 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 TH F** *(Circle those that apply)*

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

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

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

After School:    **M T W TH 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- *My child was/were withdrawn from the program on: \_\_\_\_\_ (date) but will be resuming attendance on the above days.*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 acknowledge that, in accordance with the Wildwood Time to Soar Program policies outlined in the Parent Information Packet, I will be charged \$10.00 for any schedule change (\$15.00 per change after the fourth). I understand that a two-week written notice is required for any schedule changes, as specified in the agreement. I also acknowledge that a \$30.00 administrative fee will be applied if I withdraw from the program.

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(Parent Name)

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(Parent Signature)