



Schedule Change Form

Please complete the information below to make any changes to your child's schedule at Tara Redwood School. Approved changes are made on the first of the month. This form must be received by Tara Redwood School before the 15th of the prior month (basically before you are billed for the month). New days may be added if space is available. New days require approval from the Director (Pam Cayton).

Please submit this form to the Office or via email to office@tararedwoodschool.org

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|---------------------|---------------------------|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| Childs Name: | _____ | | | | | | |
| Childs Class: | _____ | | | | | | |
| Current Schedule: | Mon <input type="radio"/> | Tues <input type="radio"/> | Wed <input type="radio"/> | Thu <input type="radio"/> | Fri <input type="radio"/> | 3/4 <input type="radio"/> | FT <input type="radio"/> |
| Requested Schedule: | Mon <input type="radio"/> | Tues <input type="radio"/> | Wed <input type="radio"/> | Thu <input type="radio"/> | Fri <input type="radio"/> | 3/4 <input type="radio"/> | FT <input type="radio"/> |
| Requested Start: | 1 st | _____ | | | | | |

I, _____ (Parent Name) understand there is a re-contracting fee of **\$50**. This Fee helps offset the costs that the School incurs for the additional processing labor that such a change of Contract requires. You will receive a new agreement from TADS. Once this has been signed the changes will go into effect. (There is no charge if a child is moving from one grade to another).

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| <u>For Tara Use</u> | |
| Date Received: _____ | Updates: |
| Approved <input type="radio"/> | TADS <input type="radio"/> Class Check-in <input type="radio"/> Google Group <input type="radio"/> SWIFT <input type="radio"/> QB <input type="radio"/> |
| New Agreement Signed <input type="radio"/> | Staff Initials: _____ |