

## Notification

### Withdrawal from Childcare Services

The Parent Handbook contains the following policy:

"If you choose to withdraw your child at any time, a written notice must be provided to the Director at least two (2) weeks prior to the last day of attendance. If a two week written notice is not provided, two weeks of child care fees will be assessed in lieu of notice. Pre-paid child care fees shall be reimbursed if a written notice is provided to the Director at least two (2) calendar weeks prior to the last day of attendance."

Date: \_\_\_\_\_

I \_\_\_\_\_ (Name of Parent) am giving notice to the Children's Center to withdraw my child(ren) from the Center.

Our last day of care is \_\_\_\_\_ (Date).

Subsidy Family: Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

Reason for withdrawal:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date Signed