

## Notification

### Withdrawal from Childcare Services

The Parent Handbook COVID-19 Addendum contains the following policy:

#### Withdrawal

If you choose to withdraw your child, a 30-day written notice must be provided to the Director prior to the last day of attendance. Please ask for the Withdrawal Form at the front desk. If a 30-day written notice is not provided, 30 days 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 30 days prior to the last day of attendance. The registration fee is non-refundable.

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