

Notice of Withdrawal Form

Notice of withdrawal of child /children _____ from Child's Play Childcare.
Parents/guardians understand that payment is due for the notice period, whether or not the child is brought to the provider for care.

Reason: _____

The effective date (last day of care) will be _____.

Two week advance notification has/has not (*circle one*) been provided of the ending date**.

Parents/guardians understand that the enrollment deposit submitted at enrollment may be used to cover the period of the termination notice*. If instead parents/guardians desire the refund of the deposit, they agree to provide at least a two week written advance notice and to pay the tuition due for the notice period and then receive the refund of their deposit at the end of the termination period**.

Deposit used for final 1 or 2 (circle one) weeks

Deposit to be refunded Amount \$ _____

Deposit forfeited (*in the event of insufficient notice*)

Has or will your address change after withdrawal? Yes or No

If so, please provide us with an address where we can forward year-end paperwork:

May we use you as a parent reference? Yes or No

Can you tell us anything that would make our program better?

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

Provider's Signature: _____ Date: _____

Comments or Suggestions: _____



*Minus any outstanding fees. ** A two-week advance written notice of the withdrawal is required. Any notification or withdrawal may not be combined with any scheduled or unscheduled vacation period, any rate change or other discount. Upon receipt of your written notice, we will close your file(s) and process payments for any refund due to you minus any outstanding fees. If a refund is in order it will be forwarded to you within 30 days of the end of the two (2) week termination period.