"Developing Potential Into Reality...One Child at a Time"

WITHDRAWAL NOTICE

We appreciate as much notice as possible when withdrawing your child(ren) for any reason. When a family is ready to remove a child from the preschool, time is needed to fill that vacancy. A thirty (30) day written notice is required prior to the child’s last day of attendance. If thirty (30) days written notice is not received, parents/guardians are still required to make tuition payments up until the thirty (30) day period is reached regardless if the child is still enrolled in the preschool or not.

Name of Child Being Withdrown: _____________________________________________________

Date of Withdrawal: ___________________________________
(Child’s Last Day) – NOTE: Tuition is not prorated; date should be on a Friday

Reason for Withdrawal (optional): _____________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Within the next few days, you will receive your withdrawal confirmation providing you with final payment details. This will include the last date for your recurring payment.

__________________________________________________________  __________________
Parent / Guardian Signature         Date

FOR OFFICE USE ONLY

Process Date: ___________
Processed By: ___________
€ Complete WC Form
€ Remove CC from CCM
€ Input final pmts in CCM
€ Cancel RP
* Attach this form to copy of WC