

NOTIFICATION OF WITHDRAWAL OF CHILD

Two (2) weeks written notice is required. Fees are due for this period which will be covered by your previous payment of 2 weeks fees in advance.

Child's Name: _____ Room: _____

Parent/Caregiver Name: _____

Date of Notification: _____

Expected last date of attendance (minimum 2 weeks): _____

Reason for Withdrawal:

Would you like to speak to the Director about any concerns? _____

Do you have any evaluative comments that would help us to provide a high quality caring environment for children?

Signed: _____

Thank you for your time with us. We hope we have been able to be of service to you and your child.

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| <u>OFFICE USE</u> <u>Notes:</u> | Final date of attendance: _____ Fees Paid: _____ Position re allocated: _____ Staff notified: _____ Learning journey given: _____ |
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