

# Child Care Withdrawal Form

**Child Care Withdrawal Form must be signed and submitted at least 2 weeks before the last day of attendance.**

Parent(s)/guardian must provide two weeks notice in writing before withdrawing their child(ren) from child care. If parent(s)/guardian fails to provide two weeks written notice, they will be charged for two (2) weeks of care, even though their child is no longer in child care. *Reach 5 Play House* will refund the initial deposit after first deducting any amounts owed (i.e. late fee, early drop off/late pickup fee, unpaid monthly child care payment) by the parent. Any prepaid child care payment will not be refunded.

Child's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Parent's/Guardian Name: \_\_\_\_\_

Parent's/Guardian Signature: \_\_\_\_\_

Make *Deposit Refund* check payable to:

\_\_\_\_\_

Print the first and last name of the parent/guardian the refund is returned to.

Mailing Address: \_\_\_\_\_

Complete if the refund check is to be delivered by mail.

Withdrawal Date (Last Day of Attendance): \_\_\_\_\_

Reason(s) for withdrawal:

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

### Provider Use Only

\_\_\_\_\_ Date form received \_\_\_\_\_ Date of withdrawal Y/N 2-weeks notice received

\_\_\_\_\_ Initial deposit amount

\_\_\_\_\_ Late fee/early drop off/ late pickup fee owed

\_\_\_\_\_ Monthly child care payment owed

\_\_\_\_\_ Amount of refund \_\_\_\_\_ Amount owed to Reach 5

\_\_\_\_\_ Provider Signature \_\_\_\_\_ Date