



September 2016

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# WITHDRAWAL FORM

Date (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

I \_\_\_\_\_  
(print name)

will be withdrawing \_\_\_\_\_  
(child's name)

from the INFANT / TODDLER / PRESCHOOL center at ACCA Child Development Center  
(circle one) (circle one)

effective \_\_\_\_\_  
(withdrawal date)

Please accept this as my **TWO WEEK'S NOTICE** for withdrawal of my child as required by the Child Care Services Parent Agreement. I understand that if my child is receiving subsidy, he/she must attend the program until the last day of enrollment.

\_\_\_\_\_  
Signature of Enrolling Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY

Reason for withdrawal:

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

Amount Owing (if under two weeks notice given with attendance) \$ \_\_\_\_\_

Amount Owing (if under two weeks notice given without attendance) \$ \_\_\_\_\_

Refund Owing (if prepaid) \$ \_\_\_\_\_