Parent Withdrawal Form

Date: _____

I _____ *(print parent name)* will be withdrawing my child/children _____ *(print child/children's name)* from Helping Hands Childcare. Our last day of child care will be _____ *(date)*.

Please accept this as my TWO WEEK'S NOTICE for withdrawal of my child/children as required by my Parent & Provider Contract Agreement.

Reason(s) for leaving:

☐ Moving ☐ Child aging out ☐ Challenging Behavior

☐ Rates are too high ☐ Policy Issues ☐ Change in child care needs

☐ Other *(please explain)*: _____

To help me serve my clients better and continue growing, please answer the following:

Would you refer me? ☐ Yes ☐ No, why not: _____

Would you use me again? ☐ Yes ☐ No, why not: _____

Comments or suggestions: _____

_____

Parent Signature: _____ Date: _____

Provider Signature: _____ Date: _____

_____ I have received ALL personal belongings.
(Initials)

Parent Withdrawal Form

As a reminder:

- Parent Withdrawal Forms are to be filled out in pen only.

- This Parent Withdrawal Form is required to be filled out and submitted with a minimum of TWO WEEKS' notice in order for a client to withdraw and cancel our agreement.

- Parent Withdrawal Forms are accepted only on Fridays that the daycare is "OPEN"

- Parent Withdrawal Forms will not be valid or accepted on days that the daycare is "CLOSED" such as holidays or during the child care provider's vacation.

- The final two weeks' period cannot overlap the child care provider's vacation.

- Parent Withdrawal Forms are to be accompanied by any final payment(s) IN FULL such as child care and penalty fees (if any).

- The security deposit will be used towards paying for the child's final two weeks of childcare providing that a proper written two week notice was given.

CHILD CARE PROVIDER USE ONLY

Two Weeks' Notice	☐ GIVEN	☐ NOT GIVEN
Deposit used for last 2 weeks	☐ APPLIED	
Amount Still Owed	☐ N/A ☐ $_____	☐ PAID DATE _____
Refund Owing (if prepaid)	☐ N/A ☐ PAID $_____	DATE _____

Helping Hands Childcare * 1225 Nilgai Place * Ventura CA 93003 * 805-323-6860