

Notice of Intent to Withdraw from Preschool

Today's Date: _____

I _____ will be withdrawing

(name)

_____ from the care of

(child's name)

Berean Pre-School. Their last day will be _____.(date)

Classroom/Teacher: _____

Please accept this as my **two-week notice** (10 business days) for withdrawal of my child according to the guidelines outlined in the Parent Handbook.

Reason for

withdrawal: _____

Parent Signature

Provider Signature

PROVIDER USE ONLY

Tuition Owed (if less than two weeks notice) \$ _____

Refund Owed (if prepaid) \$ _____

Post dated checks returned _____(date)