



KIM'S

PLAY & LEARN ACADEMY

Program Withdraw Notice

Date: _____

Dear Kim's Play & Learn Academy,

This letter is to formally notify you that my child _____ (print name)
from _____ (what classroom) will be leaving the program.

His/Her last day will be _____. Please let me know that amount of my last
tuition payment.*

The reason my child will be leaving the program is:

_____ Summer Vacation and Plan on Returning in the Fall. _____ YES _____ NO.

_____ I understand that my child will be placed on a waiting list and that every effort will be
made to accommodate returning families. However, I am aware that I am not guaranteed a
placement on my preferred start date.

_____ Family Is Moving.

_____ Graduating from KPLA.

_____ Attending Another School: _____

_____ Other (Please Explain) _____

A one-month calendar notice is required, along with your one-month last tuition understand that
my deposit, registration/curriculum fees are non-refundable.

Parent/Guardian: _____

OFFICE USE ONLY BELOW

Received By: _____ Date Received: _____

*A one-month calendar notice is required.

GET CONNECTED



• Contact Us: (254) 294-5590

• Email: kimsplayandlearn@yahoo.com