

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 Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**OFFICE USE ONLY BELOW**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*A one-month calendar notice is required.