



Notice of Withdrawal

I hereby notify the staff of Sunshine Park Preschool that my child, _____, will no longer be attending preschool effective _____.

I have given the one-month prior notice as outlined in the Parent Handbook. If the required notification has not been given, I understand that a one-month fee in lieu of notification will be charged.

Reason for withdrawal:

New Address if applicable (*for receipts*)

Address					
City		Prov/State		Postal/Zip Code	

Parent Name

Staff Signature

Parent Signature

Director's Signature

FOR OFFICE ADMIN USE ONLY:

<input type="checkbox"/>	Notice given – Date: _____
<input type="checkbox"/>	EFT Voided
<input type="checkbox"/>	Any required refunds issued