WITHDRAWAL NOTIFICATION FORM

In order to receive credit for your deposit and to avoid charges for an additional 30 days from the date written notice was received, a minimum of 30 days written notification must be given for withdrawal from the program.

Child's Name: _____ Today's Date: _____/_____/_____

Withdrawal effective as of this date (30 day min.): _____/_____/_____
(last date in attendance)

Site Attending – Select One:

☐ John Hay (Queen Anne)	☐ Lakeridge (Mercer Island)	☐ SouthShore (S. Seattle)
☐ TOPS (Capitol Hill/Eastlake)	☐ Island Park (Mercer Island)	☐ West Mercer (Mercer Island)

Choose one of the following methods for handling your deposit:

- ❑ Apply my deposit to the balance due.
- ❑ Apply my deposit to the scholarship fund. Your gift is tax deductible.
- ❑ Hold my deposit for future enrollment. *(I understand my child's spot is not guaranteed. Request for deposit refund or re-enrollment must be done within 6 months of the date of withdrawal or your deposit is automatically forfeited.)*

Reason(s) for leaving: _____

_____

_____

Signature of Parent or Guardian: _____ Date: _____

For Program Director's Use Only:

_____
Program Director's Signature Date

For Office Use Only:
Current Balance _____- Deposit (if applicable) _____+ 30 days tuition (if applicable) _____ = _____

Data Entry: ❍ CCM _____ ❍ ER _____ ❍ DP _____
Initials Initials Initials

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The following section is optional. Any suggestions or comments you share can assist us in our effort to offer the highest quality program we can.

What I liked about the program: _____

_____

_____

What I'd like to see changed: _____

_____

_____

Suggestions on how to effect change:_____

_____

_____

If you would like to share your comments after your child's last day with us, simply cut off the bottom section and mail to:

Evergreen Children's Association, dba Kids' Company
2208 NW Market St., Suite 510 Seattle, WA 98107