

## Notice of Withdrawal from Loomis Community Preschool

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Last date to be in class: \_\_\_\_\_

\*Must be two weeks or more from the date of this notice

As per the membership contract, a two-week written notice is required for withdrawal from LCP. All commitments are to be fulfilled during this two-week period, including tuition, classroom work days, job commitments, and any fundraising event commitments that fall within the 2-week period. If a two-week written notice is not given, tuition for the following month is owed.

I understand that I am responsible for my scheduled workdays. I will work them as scheduled or pay a substitute. My next two (2) scheduled workdays are:

Date: \_\_\_\_\_ (circle one) Me or Sub name: \_\_\_\_\_

Date: \_\_\_\_\_ (circle one) Me or Sub name: \_\_\_\_\_

Reason for withdrawal (Please check applicable):

Moving                       School Requirements                       Employment change  
 Life change                       Other (see below)

Please elaborate on your above reason for withdrawal:

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Parent Signature/Date

Return this form to your teacher or the Membership Coordinator at least 2 weeks before your effective last day. Thank you!