



Tender Spirits Childcare

Licensed Family Daycare

WRITTEN NOTICE FOR TERMINATION OF CARE

Please accept this as my notice to withdraw my child/children _____ (name/s) from Tender Spirits Childcare. The effective date of the notice is _____. The final day of contracted childcare will be _____ and **my child's/children's final day in attendance will be _____.**

I have/have not (circle one) provided one month's written notification.

As per your childcare contract and TSCC's Handbook:

"The deposit is non-refundable but will be credited to your account and used towards your final balance when sufficient notice to terminate care is given to TSCC. Any balances due (including vacation time) will be invoiced to the parents and any credits will be refunded to parents AFTER the vacation time payout has been reconciled."

"Upon termination of care, vacation time payout will be prorated based on months in care since the anniversary of enrolment and remaining weeks of vacation due to the provider at the time of termination. This will be calculated as follows: months in care x monthly tuition fee x % of vacation time owed (4% for 2 weeks, 6% for 3 weeks, and 8% for 4 weeks). Please note that all childcare deposits in place will be automatically applied to the vacation time owed. Any balances due will be invoiced to the parents and any credits will be refunded to parents AFTER the vacation time payout has been reconciled."

Reason for withdrawal from care:

- | | |
|---|--|
| <input type="checkbox"/> Parent/ Educator differences | <input type="checkbox"/> Illness Policies |
| <input type="checkbox"/> Starting Kindergarten | <input type="checkbox"/> Trying a new daycare |
| <input type="checkbox"/> Moving | <input type="checkbox"/> Conflict with other parents/children at daycare |
| <input type="checkbox"/> Curriculum philosophies do not align | <input type="checkbox"/> Other: _____ |

Would you like to be a daycare reference for Monica & TSCC? (Please check one or more boxes)

- I feel that I can offer a positive reference and I give my authorization for Monica to give out my personal information (Name and Phone Number) as a reference to prospective clients of TSCC.
- I feel that I can offer a positive reference and I would like to write a letter of reference.
- I will provide a Google Business Review online.
- I will provide a Facebook Business Review online.
- I will provide a short Testimonial for the daycare website.
- I do not wish to be a reference, post a review or a testimonial.

Comments or Suggestions:

Parents Signature: _____

Date: _____