

Oberlin Early Childhood Center

Withdrawal Form

Please complete and turn into the Office

Child's Name:	Classroom:
Date to be Withdrawn (last day of attendance):	Reason:

I understand:

- If I provide a **two week notice** of my child's withdrawal from the program that my deposit will be applied to my final invoice. If the account has been paid in full then the deposit will be returned to me within 10 business days of the withdraw date.

I understand:

- My child's/children's name will be placed on the **bottom** of the wait list if one exists for that classroom.

I understand that if I would like for my child to re-enroll:

- I must complete a new enrollment packet and pay the \$25.00 application fee per child, along with a \$200.00 deposit per child (\$400.00 max per family).
- A deposit will be accepted no more than three (3) months prior to the child's anticipated start date.

Parent Signature _____ Date: _____

Office Use Only:

Date received: _____

Assistant Director

- Copy to Parent
- Copy to Teacher
- Removed from Classroom Slot
- Placed on Waiting List
- Refund Information:
 - Check # and Amount: _____
 - Amount Credited to Account: _____
 - No Refund – Reason: _____
- Copy to Secretary
 - Make inactive in Access/Oncare
 - Child's file removed from cabinet, education file.
 - Child removed from parent roster
 - Child's information removed from office/classroom and given to parent on last day
 - Update FastTrack form if child had a Health care plan
 - Medication removed from office/classroom and given to parent on last day
 - JONELL:** Enter W/D on USDA form and remove name from attendance sheet
 - Remove form Parent Permission exp. List
 - Pull name from emergency codes & info sheet