



WITHDRAWAL NOTICE

Child Care Services

T: 250-370-4880 F: 250-370-4888

E: childcare@camosun.ca

Complete and return to Child Care Services

Withdrawal Notice: In order to withdraw, the enrolling parent/guardian must submit written notice to CCS two months' prior to their last day of care. Withdrawals are only accepted at the end of each month and there is no reduction in fees due to early withdrawal. **(CCS Agreement)**

Child's Name	Withdrawal Date (two months' notice as above)
I will be withdrawing my child from:	
<input type="checkbox"/> Interurban Centre <input type="checkbox"/> Lansdowne Centre	

If possible, please fill our space as early as:	My child's last day at the Centre will be:
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My Child's Emergency Kit:	<input type="checkbox"/> Return to me on child's last day of care	<input type="checkbox"/> Donate to Child Care Services
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Enrolling Parent/Guardian Name	Signature	Date
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OFFICE USE ONLY	
Notified	<input type="checkbox"/> Centre <input type="checkbox"/> Office
Monthly Fees	
Amount Due to Child Care Services (if under two months' notice given)	\$ _____
Amount Owing to Parent/Payer (if prepaid)	\$ _____
Refunded to: _____	Date: _____ by <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> PV (Cheque)
Deposit (\$250)	
<input type="checkbox"/> Applied <input type="checkbox"/> Refunded to: _____	Date: _____ by <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> PV (Cheque)
<input type="checkbox"/> Forfeited _____	
Emergency Kit	
<input type="checkbox"/> Donated <input type="checkbox"/> Returned to: _____ Date _____	