



**Erwin Child & Family Center
Termination of Child Care Notice**

Erwin Child & Family Center requires a two-week notice for termination of child care. In the event that two weeks' notice is not provided, families will be billed accordingly. The final day of a week is Friday therefore payments will extend to the Friday of the last week of child care (in other words termination needs to occur on a Friday).

Date _____ Child's Name _____

Classroom _____

My child will no longer be attending Erwin Child & Family Center. His/her last day will be Friday: _____.

The reason for this termination is:

_____ Moving out of the area

_____ No longer need care

_____ Aging Out

_____ Other. Explain (optional):

Parent Signature _____ Date _____

cc:

- Director
- Assistant Director
- Front Desk
- Billing
- Classroom

- | | |
|-------|------------|
| _____ | Projection |
| _____ | Email |
| _____ | Immun. |
| _____ | De-active |