



# Voluntary Withdrawal of Enrollment

Voluntary Withdrawal from SCDC will require a 4 weeks' notice. Failure to notify The Center is a breach of contract and deposit amounts will be forfeited.

A child may be withdrawn upon written request of the parent or guardian. This voluntary withdrawal is subject to the following terms:

- a. Parent or guardian is responsible for payment of tuition fees through the child's last day of attendance or 4 weeks after notice is provided, whichever is later. All tuition must be paid in full on or before the last day of attendance.
- b. Excess fees that have been paid to the tuition account will be refunded.
- c. All vacation day requests taking place 4 weeks prior to child's last day must be submitted in writing along with the termination form. Vacation day requests submitted within 4 weeks of the child's last day will not be granted.

**Child's Name:** \_\_\_\_\_

\_\_\_\_\_  
**Child's Classroom**

\_\_\_\_\_  
**Last day child will attend SCDC**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Today's date**

**Reason for withdrawal:** \_\_\_\_\_

**Optional** (mark box if applicable)

- I would like to donate all or a portion of my enrollment deposit to SCDC. I understand that Spartan Child Development Center is a 501c3 non-profit organization, registered with the federal government (FEIN# 38-2388035) and my donation of \$ \_\_\_\_\_ is tax deductible. **Initial:** \_\_\_\_\_

## For Office Use Only

\_\_\_\_\_  
*Executive Director's Signature*

\_\_\_\_\_  
*Date Processed*

\_\_\_ Parent notified      \_\_\_ Billing updated



## Voluntary Withdrawal of Enrollment Exit Questionnaire

We want to know more about your experience at SCDC in order to find out what we are doing well and in what ways that we might be able to better serve families in the future. Please take a few minutes to answer the following questions.

**Child's Name:** \_\_\_\_\_

- 1. What are some positive experiences that you had while your child attended SCDC?**
  
  
  
  
  
  
  
  
  
  
- 2. Are there any concerns that the SCDC Administration should be aware of regarding the teachers/staff, implementation of curriculum/assessment, the enrollment process, or billing process/system?**
  
  
  
  
  
  
  
  
  
  
- 3. Is there anything that you feel the SCDC Board of Directors should consider revising? (policies, procedures, financial matters)**
  
  
  
  
  
  
  
  
  
  
- 4. Any additional comments or thoughts that you would like SCDC Administration to know?**
  
  
  
  
  
  
  
  
  
  
- 5. Please provide an email address if you would like to be added to the SCDC Alumni email list for notifications about special events and news at SCDC.**