



DEPARTURE NOTIFICATION



I wish to withdraw the following child(ren) from First Circle Learning Center

PARENT'S NAME		OUR LAST DAY OF ATENDANCE WILL BE
		/ /
NAME OF CHILD(REN)		<input type="checkbox"/> I understand that I will forfeit my \$1,000 security deposit if I provide less than 60-day's written notice of departure.

REASON FOR DEPARTURE	PARENT'S SIGNATURE

TO BE COMPLETED BY OFFICE	<input type="checkbox"/> reflected on schedules			
	<input type="checkbox"/> noted on log			
	<input type="checkbox"/> reflected on projections			
	<input type="checkbox"/> withdrawal date in ProCare			
	<input type="checkbox"/> classroom notified	DATE	/	/
	<input type="checkbox"/> deposit refund	DATE	/	/