

FIRST CIRCLE LEARNING CENTERS
DEPARTURE NOTIFICATION FORM



THIS FORM IS PRINT-ONLY. THE COMPLETED FORM CAN BE DELIVERED BY HAND OR SCANNED AND EMAILED DIRECTLY TO YOUR FIRST CIRCLE LOCATION.
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I wish to withdraw the following child(ren) from First Circle Learning Center.

| PARENT'S NAME | | LAST DAY OF ATTENDANCE |
|--------------------|----------------------|---|
| | | |
| NAME OF CHILD(REN) | REASON FOR DEPARTURE | <input type="checkbox"/> I understand I will forfeit my security deposit if I provide less than a 30-day written notice of departure. |
| | | |
| PARENT'S SIGNATURE | | DATE |
| | | |

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

