

CHILD DEVELOPMENT SERVICES
TERMINATION OF SERVICES
FROM CHILD CARE PROGRAMS
 FULL-DAY PART-DAY
(Indicate)

REQUEST TO TERMINATE CHILD CARE CONTRACT MUST BE SUBMITTED AT
LEAST 2 CALENDAR WEEKS PRIOR TO LAST DAY OF ATTENDANCE. CREDIT
LEAVE WILL NOT BE USED IN PLACE OF 2 WEEKS NOTICE.

Sponsor's Name _____ Duty Phone _____

Name and age of child/ren whose contract is to be terminated:

Termination date of contract _____

Reason for termination _____

I agree to make the following payment to fulfill my child care
contract:

\$ _____ for _____ to

\$ _____ for _____ to

This adjusted amount is required prior to last day of 2 week
notice and no later than _____.

THIS FORM MUST BE SUBMITTED AT LEAST 2 CALENDAR WEEKS PRIOR TO
LAST DAY OF ATTENDANCE. Terminations must be made in person.
(Telephonic terminations will not be accepted.)

Exception to this and all policies will be made only by the
director on an individual basis.

patron's signature

submission date

CDS's signature