



CHILD WITHDRAWAL / SUDDEN REMOVAL FORM

Complete promptly upon withdrawal or sudden removal - submit to JDM Dayhome Agency

1. CHILD AND CARE DETAILS

Child Full Name

Date of Birth

Parent / Guardian Name

Phone

Educator Name

Dayhome Address

Last Day Child Attended

Date Parent / Agency Advised

Effective Withdrawal Date

Agency Notified On

2. TYPE OF WITHDRAWAL / REMOVAL

Parent Withdrawal (standard notice given)

Sudden Removal (parent withdrew child without notice)

Sudden Removal by Educator

Agency-Directed Removal

Other (describe below)

3. NOTICE AND DEPOSIT STATUS

Parent gave one month written notice - Yes / No

Withdrawal was sudden / before one month notice period - Yes / No

Where notice was not provided, deposit withheld per agency/care agreement - Applies

4. REASON FOR WITHDRAWAL / REMOVAL

Reason / explanation

5. ADMINISTRATIVE DETAILS

Notice Provided: Yes / No

Number of Days Notice

Fees / Payments Outstanding: Yes / No

Amount \$

Child Belongings Returned: Yes / No

Date Returned

Records Released to Parent/Guardian: Yes / No

Parent informed deposit withheld: Yes / No; Method: Phone / Email / In Person

6. SIGNATURES AND CONFIRMATION

Educator

Agency Representative

Parent / Guardian

Signature

Date

Signature

Date

Signature

Date