Student Withdrawal Form

***Notice required*** ***at least 2 weeks in advance. Tuition is charged regardless of attendance.***

Student Full Name 

Current Schedule [ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday

Last Day Attending School 

Reason for Withdrawal: [ ] Graduation [ ]  Family job change [ ]  Moving [ ]  Unhappy with the program

 [ ]  Other 

Financial Contact Information for annual tax forms that are emailed in January.

Family Name 

Email address 

Initial -  I understand that I also have the following options for childcare:

1. Families can choose to change from **full-time to part-time** (and save full-time space) with the following requirements.
	* Schedule change is consistent for 4-14 consecutive weeks.
	* Part-time days must be the same each week.
	* This form has been filled out and signed **two full weeks before the requested absence.**
2. Families can choose to **Not Attend** and hold their space for up to 14 weeks\* with these additional requirements.
	* Schedule change is consistent for 4-14 consecutive weeks.
	* Weekly tuition cost is 25% of the weekly tuition for the space being saved.
	* The family is enrolled in autopay.
	* Choosing to leave without completing this form and then re-enrolling may result in a $400 re-enrollment fee and available space is **not guaranteed.**
	* The return classroom will be determined prior to your child’s absence, as best as reasonably possible.

\* If you want to leave for longer than 14 weeks and **guarantee** a space, $400 fee for up to 6 months of absence.

Please feel free to share any feedback about your experience with K-Prep Learning Center:







Signature of individual completing form\* 

*\*Typing your name counts as an authorized signature.* Date 

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| --- | --- | --- |
| **Classroom & Schedule** | **2024-25 Rates** | **25% leave rate** |
| Infant 5 Day Full-Time Care | $336.00 | $84.00 |
| Infant 3 Day Part-Time Care | $235.00 | $58.75 |
| Infant 2 Day Part-Time Care | $168.00 | $42.00 |
| Toddler 5 Day Full-Time Care | $331.00 | $82.75 |
| Toddler 3 Day Part-Time Care | $231.00 | $57.75 |
| Toddler 2 Day Part-Time Care | $165.00 | $41.25 |
| Preschool /PK 5 Day Full-Time | $285.00 | $71.25 |
| Preschool / PK 3 Day Part-Time | $200.00 | $50.00 |
| Preschool / PK 2 Day Part-Time | $143.00 | $35.75 |

* **Weekly childcare schedule must be consistent** to qualify for part-time rates
* All rates are for full day care during operating hours 6:30am – 6pm Monday thru Friday
* Lunch & Snacks are provided and included in tuition rates
* 10% Discount on *oldest child* for sibling groups.
* Tuition information is effective July 1, 2024 – June 30, 2025
* ELRC is accepted. Weekly rate is individual, based on parent co-pay **and** additional cost.