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Friday, July 10th, 2020

Dear Parents,

We are in the midst of updating several policies in our Kidz First Academy Parent Handbook. One of the most important changes that we want parents to be aware of is our revised withdrawal policy which is listed below.

We ask that you please review the policy below. Sign and return it to the office with the rest of your registration packet.

Withdrawal Policy

You must submit a written withdrawal notice (forms are available in the office) at least 30 days prior to your child's last day at Kidz First Academy. This period provides the school the time needed to notify families on the waitlist that a spot has become available and to organize transitions within the school. Please note that you are still responsible to pay one month's tuition from the time you submit your written notice regardless of whether you utilize your space at Kidz First Academy. If the 30 days lands sometime in the middle of the month, your tuition will be prorated to reflect your child's last day.

Your child's annual registration fee and/or Summer enrollment fee is NON-refundable.

Once a withdrawal notice has been submitted and there is a gap in attendance you must reapply to reenroll in the center. Depending on our current enrollment your child may be placed on a waitlist.

Child's Name _____

Parent's Signature _____ Date _____

Print Name _____ Date _____