



**Ka Hana Pono Daycare and Preschool
Haleiwa, Hawaii**

CHILD WITHDRAWAL NOTIFICATION

WITHDRAWAL POLICY (page 13 of parent handbook):

Anytime after the one-week trial period is over, if you need to withdraw your child from Ka Hana Pono, written notification must be given. Email is acceptable however it is your responsibility to make sure your email is received and that you get a reply. Email: Aloha@KaHanaPonoHaleiwa.com

Written notification of withdrawal must be given thirty (30) days prior to your child's last day of attendance.

If a written thirty day notice is not given, you will be required to pay for the tuition for the following month unless prior approval has been given by the centers Executive Director.

Sample Withdrawal Schedule: IF March 31st is when you would like your child's last day to be. Then BY March 1st Written notice must be submitted. If written notice is received after March 1st, you will be responsible for paying the full tuition for the following month (April's monthly tuition in this example).

Childs Name: _____ **Date of Birth:** _____

Last day attending: _____

Reason for withdrawal: _____

Please accept this months notice for withdrawal of my child as required by the enrollment contract.

Parent Signature: _____ **Date:** _____

Printed name of parent: _____

OFFICE USE ONLY

Received date: _____ Received by: _____

Notes: