



Program Withdraw Notice

Date: ____/____/____

Child's Name: _____ Classroom: _____

Child's Name: _____ Classroom: _____

Dear Starboard Academy,

This letter is to formally notify you that my child _____, will be leaving the program.

His / Her last day will be ____/____/____. Please let me know the amount of my last tuition payment, once my advance deposit is applied. *

The reason my child will be leaving the program is:

_____ Summer Vacation And Plan On Returning In The Fall: _____ YES ____/____/____ NO _____

I understand that my child will be placed on the waiting list and that every effort will be made to accommodate returning families. However, I am aware that I am not guaranteed a placement on my preferred start date.

_____ Family Is Moving

_____ Graduating From Child Care

_____ Attending Another School _____

_____ Other (Please Explain) _____

Sincerely,

Parent Signature: _____

Date: ____/____/____

*** A one-month calendar notice is required in order to use your tuition deposit. I understand that my advance deposit can only be applied to my last full month of tuition provided that a written notice is received before the FIRST of the last full billing month.**

-----Office Use Only Below-----

Received By: _____

Date Received: ____/____/____



Exit Questionnaire

In order to help us grow and better serve our families, we would appreciate you taking a few minutes to fill out our exit questionnaire.

Family Name: _____ Classroom: _____

Why are you leaving? Please list the reasons in the order of importance.

- 1.
- 2.
- 3.

Could we make any changes that would influence you to stay?

Are you choosing homecare or another school?

Would you recommend Starboard Academy to friends or relatives? If so, may we include you on our printed referral sheet? (Please provide your address, phone number and email address.)

Thank you for your time in providing us with constructive comments. Your opinions are very important to us. We wish you the best in your decision.