



WITHDRAWAL & POLICY ACKNOWLEDGEMENT

Family's Request for Withdrawal

A deposit equivalent to one month's fees is required at the time of registration. It is held interest-free and put towards the fees for the month of June. During the school year, if you wish to withdraw or make changes from the program early, you must give a full thirty day notice in writing by the 1st day of the month prior to the change for a full refund of your deposit. Failure to do so will mean that your deposit is forfeited.

Notes:

1. The last date to be eligible to withdraw or make changes **during the school year** and receive a refund is March 1st for leaving April 1st. No deposits will be returned after this deadline.
2. Registration for the September school year takes place in early spring each year. For withdrawals or changes prior to starting in September **for the new school year**, there is no deposit refund! (Once you start in September then you can refer to number 1 above)

Facility's Request for Withdrawal

Extra Steps Learning Centres Inc. can terminate its services to a family under the following circumstances:

- If fees for services are not paid in full and on time and suitable arrangements cannot be agreed upon;
- If the centre is unable to satisfactorily resolve a problem with a family;
- If a family member harasses, threatens or commits a violent or unlawful act toward a staff member, child or other family involved in the program;
- If a family picks up their child late three times or more without having made previous suitable arrangements;
- If, in the assessment of the staff, a child is unable to be safely managed in a group of children within the given adult-to-child ratio. In this case, termination of services will be a measure of last resort.

I have read and understand Extra Steps Learning Centres Parent Handbook, Policies and procedures and withdrawal policy.

Print Name _____ Date _____

Signature _____