Parent/Guardian Termination of Daycare Agreement

From:

Parent's name: _____

Address: _____

To:

Sunshine New Britain Home Daycare
171 Kensington Avenue
New Britain, CT 06051

Today's date: _____/_____/_____

I am writing this letter to inform you that my child _____ DOB: _____/_____/_____ will no longer be attending Sunshine New Britain Home Daycare as of _____/_____/_____ which is two weeks from today's date and satisfies the two-week advance notice requirement as stated in the Child Care Agreement. I further understand that the deposit paid at the commencement of services is not refundable regardless of my child's attendance.

Reason:

_____

_____

_____

Parent's signature and date: _____

Provider's signature and date: _____