

Pre School



Pre-K Academy

Two Week Written Notice

I understand it is my responsibility to give Methodist Tiny Tots a two week written notice prior to any schedule changes, leave of absence or termination of services. I understand that I am financially responsible for any tuition due for the two week notification.

Child's Name: _____

Parent's Name: _____

Today's Date: _____

1. Reason for Leave of Absence:

Planned Date of Return to School: _____

2. Schedule Change:

New Schedule is _____

Effective: _____

3. Termination of Service (reason for termination):

Effective: _____

Parent Signature

Director Signature