



# Child Action Form

Center:  Bonita Springs  
 Fort Myers

Child's Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Status:  Full Time  PT 3 Day  PT 2 Day

Parent's Phone: (Mom) \_\_\_\_\_ (Dad) \_\_\_\_\_

### Address Change:

New Address: \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

### Status Change Request:

Start Date: \_\_\_\_\_ Status Change: from Full Time PT 3 Day PT 2 Day  
To Full Time PT 3 Day PT 2 Day

### Billing Change Request:

Start Date: \_\_\_\_\_ Billing Change: from Monthly Weekly  
To Monthly Weekly

**Vacation Week Request: MUST meet 6-month attendance requirement and account must have zero balance in order for credit to be granted. A two-week notice is required.**

Week of: \_\_\_\_\_ Approved By: \_\_\_\_\_

Notes: \_\_\_\_\_

**Withdrawal from Center: A two-week written notice is required. Please attach Withdrawal Form to back.**

Student's last day: \_\_\_\_\_ Tuition to be charged through: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admin Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY: (Check off item when completed)

Address Updated: \_\_\_\_\_ Add to Tracking: \_\_\_\_\_ FTE Updated: \_\_\_\_\_ Billing Updated: \_\_\_\_\_ Vacation Posted: \_\_\_\_\_

Staff Member completing change: \_\_\_\_\_ Date: \_\_\_\_\_



## **STUDENT WITHDRAWAL FORM**

Please fill out at least 2 weeks prior to last day

Today's Date: \_\_\_\_\_

Last Day: \_\_\_\_\_

Child Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Schedule: \_\_\_\_\_

(i.e.Full time or MWF)

### **Reason for Leaving: Check any that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> I love Growing Room, but I've had a change in circumstances |   |
| <input type="checkbox"/> Tuition/Cost  | <input type="checkbox"/> No longer need childcare |
| <input type="checkbox"/> Distance from home or work                                  | <input type="checkbox"/> Trying another school    |
| <input type="checkbox"/> Relocating  | <input type="checkbox"/> Child isn't ready yet    |

Dissatisfied with  Teacher  Assistants  Office Staff/Director

**Other/Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**We loved having you here at Growing Room and will always be here if you need us in the future.**