



## DIE KLEINE KINDERSCHULE PROGRAM WITHDRAWAL FORM

Today's date: \_\_\_\_\_

Name of child: \_\_\_\_\_

Class/location child currently attends: \_\_\_\_\_

Class/location child is withdrawing from: \_\_\_\_\_

Date of withdrawal: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

*At DKK, we continually strive to improve our program. Therefore, if you have any recommendations that will help us to improve, we would greatly appreciate it.*

Suggested Program Improvements/Changes: \_\_\_\_\_

\_\_\_\_\_

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

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OFFICE USE ONLY: Date and initials of person receiving form:

Treasurer notified: \_\_\_\_\_

President notified: \_\_\_\_\_

Registrar notified: \_\_\_\_\_

Teachers notified: \_\_\_\_\_

**One full calendar month's written notice to the registrar** of the preschool is required to withdraw from DIE KLEINE KINDERSCHULE. The withdrawal form must be filled out and submitted to the registrar. If you want to withdraw your child for March 1, you must submit the withdrawal form by January 31. If you withdraw part way through a month (i.e., February 15th), the next month's full tuition will be cashed (i.e., March). Your child may attend during the notification time, unless you choose otherwise. No tuition refunds will be given for withdrawals occurring after April 1, except in the case a child is moving out of town or school closures. Registration fee is non-refundable once a child has been placed in a class.