

**Creative Kids Club**  
**PARENT COMMUNICATOR**

Version 2016

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please use this form to communicate important information regarding your child!*

**ATTENDANCE SCHEDULE CHANGE -**

Note: Unless your child is enrolled under the flex tuition program, your schedule change should be considered a "request," because of DPW regulations care may not be available due to Team Member/Child ratios! You will be notified with 48 hours if your request can be accommodated. If you require an answer before 48 hours, please contact center operations manager by telephone.

If your child is enrolled under the flex tuition plan, you must provide the child's schedule by 6:00 pm on the Tuesday before care is to be provided. Once the schedule is provided it can not be changed! Additional days may be added if staffing is available, but days can not be changed after 6:00 pm on the Tuesday before care is required.

	Mon	Tue	Wed	Thu	Fri
Arrival Time	_____	_____	_____	_____	_____
Departure Time	_____	_____	_____	_____	_____
Effective Date	_____				

Note: If your child is full time or permanent part time you must provide a minimum of one week's written notice of your request to modify or reduce your child's current schedule.

Revised 03/26/2012

**VACATION/WITHDRAWAL INFORMATION -**

\_\_\_\_\_ My child will be on vacation from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ My child will be temporarily withdrawn from the center on \_\_\_\_\_, however my child will be returning on \_\_\_\_\_. (Note: For a withdrawal to be considered "temporary" the child may not attend the center for a minimum of 8 weeks.) Remember that you must provide a minimum of two weeks written notice of your intent to withdraw or you will lose your security deposit. Two weeks is defined as a minimum of "ten" (10) operating days prior to your child's departure date from the center.

\_\_\_\_\_ Permanent withdraw from the center. Please complete reverse side. Remember that you must provide a minimum of two weeks written notice of your intent to withdraw or you will lose your security deposit. Two weeks is defined as a minimum of "ten" (10) operating days prior to your child's departure date from the center.

**MEETING REQUEST -**

\_\_\_\_\_ I would like to schedule a meeting with: \_\_\_\_\_ Program Teacher \_\_\_\_\_ Operations Manager

**EMERGENCY CONTACT/CHILD RELEASE AUTHORIZATION -**

\_\_\_\_\_ I authorize the following individuals to be contacted in case of an emergency. This change is permanent. \_\_\_\_\_

This change is temporary and begins on \_\_\_\_\_ and ends on \_\_\_\_\_.

Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Relationship to child: \_\_\_\_\_

\_\_\_\_\_ I authorize the release of my child to the following individuals. This change is permanent. \_\_\_\_\_ This change is

temporary and begins on \_\_\_\_\_ and ends on \_\_\_\_\_.

Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**ELECTRONIC PAYMENT TUITION AUTHORIZATION UPDATE -**

\_\_\_\_\_ I need to update my Electronic Payment Tuition Information. Please provide me with a form to update this information.

\_\_\_\_\_ I need to temporarily change my Electronic Payment Tuition Information. Please use the following bank card for the week of \_\_\_\_\_.

Type of card: [ ] MasterCard [ ] VISA [ ] Discover [ ] American Express

Card Number: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ Card Holder's Zip Code: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

*Please contact CKC administrative personnel before transmitting this information via telefax. NEVER SEND AN AUTHORIZATION TO CHARGE A BANK CARD VIA E-MAIL! If you are leaving this form at the center, please place it in a sealed envelope and deposit it in the tuition payment box outside the Business Office.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Letter of Withdrawal from Creative Kids Club

*As per the Child Care Services Agreement, the Client's must provide two week advance written notice of a child's withdrawal from Creative Kids Club. Back dated forms are not acceptable.*

Child's Name \_\_\_\_\_ Program Area \_\_\_\_\_

I, \_\_\_\_\_, am providing Creative Kids Club with two weeks written notice of my intention to withdrawal my child from the center. My child's last day of attendance will be on \_\_\_\_\_.

The reasons for this withdrawal are:

- Unemployment
- Relocation of Residence
- Relocation of Job
- Loss of subsidized child care assistance
- Dissatisfied with Creative Kids Club
  - Center appearance
  - Tuition Rates/Fees:
    - New Center's Tuition is higher
    - New Center's Tuition is lower
    - Diapers/wipes
    - Meals/Snacks
    - Field Trips
    - Initial Registration Fee Lower
    - Annual Registration Lower
    - Multiple Child Discount
    - Pre-payment Discount
  - Curriculum
  - Program Area
  - Team Member Issue

Would you ever consider re-enrolling your child at Creative Kids Club?  YES  No

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Director's Signature

\_\_\_\_\_  
Date