



Notice of Termination

Date: _____

This note is to inform you that our child care arrangement will be terminated on the following date: _____.

Note: this is the last day care will be provided for your child(ren).

Reason for termination:

- Outstanding child care fee's
- Failure to comply with contract/ policy handbook
- Inability to meet child's needs without additional staff
- Other:

You are still responsible for paying any child care fee's whether or not your child attends during the time of this notice. Late fee's will apply to all outstanding amounts until the amount plus accumulated late fee's are paid in full.

Any response to this notice must be received in writing for legal purposes.

Yours Truly,

Providers Signature



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