

# Child Care Withdrawal Notice

Parents are required to give two calendar months' notice prior to withdrawal of a child from their childcare centre. Withdrawal takes effect on the last working day of the month.

Complete this form and return it to the office either by

FAX Attention: Kim Ainsworth 250-721-6591

EMAIL to: [kainsw@uvic.ca](mailto:kainsw@uvic.ca).

If you have any further questions, please call Kim at 250-721-6656.

Thank you.

Kim Ainsworth, Manager, UVic Child Care Services

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This is to advise UVic Child Care Services, that I, \_\_\_\_\_, am withdrawing my child, \_\_\_\_\_ from Centre \_\_\_\_\_ effective \_\_\_\_\_.

**Reason for withdrawal** (*optional, this information is for statistical reasons only*)

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**Feedback** (*Please feel free to use the back of this form if you need extra space*)

1. How has your child or family benefited from his/her experience at this Centre?

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2. In what ways could we improve the program to better meet your child's or family's needs?

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