

Termination of Daycare Services

To:

Date:

I regret to inform you that daycare services for your family is being terminated. Per our signed daycare contract, I am providing you with a two week termination notice. The last day of daycare will be _____. Fees must be paid through this date.

Reason for termination:

- Outstanding fees
- Failure to comply with contract/ policy handbook
- Provider's inability to meet child's needs
- Inability to get along with others
- Unacceptable behavior
- Parent/Provider differences
- Other:

Comments: _____

If you would like to discuss this matter further, I can be reached at _____
between ____am/pm and ____am/pm.

Provider Signature: _____

Parent Signature: _____

Date: _____