

# Immediate Termination of Daycare Services

**To:**

**Date:**

I regret to inform you that daycare services for your family is being terminated immediately.

**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: \_\_\_\_\_