

## CCSC EXIT NOTICE

A minimum 30-DAY exit notice is required for all children. Children exiting CCSC for kindergarten require a 60-DAY notice. A family exiting CCSC between the 1<sup>st</sup> and the 15<sup>th</sup> of the month will be billed through the 15<sup>th</sup> of the following month. A family exiting between the 16<sup>th</sup> and the end of the month will be billed for the entire month. An exit notice must be submitted a month before the desired exit date. Exit dates are on the 15<sup>th</sup> or the last day of the month only.

Child's Name	Classroom	Today's Date
Reason for Leaving	Date of Notice	Last Day of Attendance
	Parent Signature	
Email Address (Non-Stanford)		

Current Address			Forwarding Address		
Family Name			Family Name		
Street			Street		
City	State	Zip Code	City	State	Zip Code
Phone Number			Phone Number		

CCSC is a 501(c)(3) nonprofit organization. Our income is solely generated through parent tuition and donations from community members and other organizations. You can help us by donating your enrollment space deposit.

**Please check one of the boxes below:**

- Please donate the full amount of my deposit to CCSC's Staff Development Fund.
- Please donate \$ \_\_\_\_\_ of my deposit to CCSC's Staff Development Fund and credit my account with the remainder.
- Please credit my account with the full amount of my deposit.

Signature

**All donations are tax deductible. Our tax ID number is 94-1704824.**

For CCSC Administrator Use Only:		Date Received:	
Received by:		Billed by:	
Amount donated:		Amount refunded:	