



CCSC EXIT NOTICE

A minimum 30-DAY exit notice is required for all children. Children exiting CCSC for kindergarten required a 60-DAY notice. A family exiting CCSC between the 1st and the 15th of the month will be billed through the 15th of the following month. A family exiting between the 16th 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 15th 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 deposit. **Please check one of the boxes below:**

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

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:	