



Canmore Community Childcare

www.canmorechildcare.ca

Main Office & Roundhouse Daycare Centre

606B 7th Avenue, Canmore AB T1W 2H5
403-678-5762
info@canmorechildcare.ca

Out of School Care (OOSC) & Junior Kindergarten (JK)

1033 Cougar Creek Drive, Canmore AB T1W 1C8
OOSC 403-678-7755 JK 403-678-7570
ooscmanger@canmorechildcare.ca jk@canmorechildcare.ca

NOTICE OF WITHDRAWAL FROM CCDS PROGRAM

To be completed by parent(s)/guardian(s) who wish to remove their child from a CCDS Program. If applicable, the holding fee of \$150 will be refunded to you. CCDS Policy requires a 4 WEEK notice of withdraw to receive the holding fee.

*Do not use this for a change of program request of F/T to P/T OR P/T to F/T.

Today's Date:

Child's Name:

Current Classroom/Program:

I wish to withdraw my child from the Canmore Community Daycare, Junior Kindergarten Program or Out of School Care Program.

Parent's Name:

Parent's Signature:

Last date of attendance:

I would like my child to remain as a Drop-in: Yes No

*Based on space availability. Drop in requests are to be made no earlier than 14 days & no later than 24 hrs. Pre-payment is required.

If moving, please provide forwarding house address:

Executive Director or Coordinator/Manager Signature

Comments:

Roundhouse Office Use Only:

1) Scan/provide a copy to Finance. Holding Fee refunded? YES or NO

Notes:

2) Update Timsavr (tags, schedule etc.). Completed by _____

3) Finance will retain this form in the finance records for the month of the child's last day of attendance

(Updated Sept. 2023)