



BCITSA Childcare Centre Withdrawal and Payment Agreement

In order to ensure a smooth transition and continuity of services during the withdrawal of a child from the BCITSA Childcare Centre, the BCITSA has adopted the following policy.

Parents of enrolled children are expected to provide written notice at least 45 days in advance of the day they wish to discontinue the enrolment of their child/children from BCITSA Childcare.

For example, a parent wishing to withdraw their child on August 31 would need to provide written notice by July 15.

If a parent wishes to withdraw their child on August 31, and only provided written notice on July 31 (30 days), they would be responsible for the full month of September if we are not able to fill the space. The start of care is always on the first day of the month. The last day of care is always the last day of the month.

By signing below, I acknowledge that I have read the BCITSA Withdrawal and Payment Agreement, and agree to adhere to the terms outlined herein.

Parent/Guardian Name

Signature

Date