Departure Information

It is important for us to know when children are leaving the program, why they are leaving and how their parents feel about the program. This information will help us to improve our program as well as make staffing and enrollment plans.

If you have already given a two-week written notice, please fill out the following questionnaire and return it to the front desk before your child’s last day.

If you have not given a written, final notice of your child’s last day, you may do so with this form. Indicate the last day, sign it and return it to the front desk no later than two weeks prior to the indicated last day. If you turn your notice in four weeks prior to the indicated last day, you will receive a $50 credit on your last billing statement. If you turn your notice in three weeks prior to the indicated last day, you will receive a $25 credit.

I was/We were…
___ Very satisfied with the child care program at UMCDC
___ Satisfied with the child care program at UMCDC
___ Dissatisfied with the child care program at UMCDC (Please explain):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

The reason my/our child is leaving is:
___ The family is moving
___ The child is no longer eligible due to lack of parental University affiliation
___ I/We can no longer afford the cost of care at UMCDC
___ The child is leaving for kindergarten
___ Dissatisfaction with the quality of care (Please explain):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Any comments you care to make will be greatly appreciated.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

_____________________________’s last day will be ________________

_____________________________________________

Parent Signature                                      Date