



30-DAY NOTICE OF WITHDRAWAL OR  
ENROLLMENT MODIFICATION

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Change (please complete either withdrawal or modification)

**Withdrawal from Program**

Reason for withdrawal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final day of attendance: \_\_\_\_\_

**Enrollment Modification**

Reason for modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New schedule request days and hours \_\_\_\_\_

Change effective (date): \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Play by the Bay Signature

\_\_\_\_\_  
Date

We require 30 days notice to make a change to childcare and/or preschool schedules. This includes making schedule modifications. Parents will continue to be billed for services during the 30-day period.