



Elmhurst Park District

Sunbeams & Rainbows

PRESCHOOL

Termination of Enrollment Form 2024/2025

Families choosing to withdraw from Sunbeams & Rainbows must complete a Sunbeams & Rainbows Termination of Enrollment Form and submit it to the registration office either through the drop-box or by e-mail to registration@epd.org to be eligible for a prorated refund. **Registration fees are non-refundable.**

**Withdraw deadline is August 1, 2024 or
in advance of child's last day of preschool to be eligible for a pro-rated refund.**

Refund Policy

To terminate enrollment in Sunbeams & Rainbows preschool, a Termination of Enrollment Form must be submitted to the registration office at the Wagner Community Center by August 1, 2024. After August 1, 2024, a Termination of Enrollment form must be submitted to the registration office in advance of the child's last day of preschool to be eligible for a prorated tuition refund. Registration fees are non-refundable.

Today's Date: _____

Last Day of Child's Attendance: _____

Last Name: _____ Child's First Name: _____

Phone: _____

Location:

- Butterfield Park Recreation Building
- Courts Plus
- Eldridge Park Recreation Building
- Wagner Community Center
- Wilder Park Recreation Building

Days:

- Mon/Wed
- Tu/Th
- Mon/Wed/Fri
- Mon-Thurs

Age:

- 2-Year-Old
- 3-Year-Old
- 4-Year-Old

Reason for Termination:

- Relocating
- Schedule Conflict
- Medical (*Attach Doctors Note*)
- Attending another preschool program (*Please List: _____*)
- Other, Specify: _____

Parent/Guardian's Signature _____ Date _____

Registration Office Use Only

Date Received: _____
 Received E-mail Sent: _____
 Withdrawn On (Date): _____
 Copy to Supervisor: _____
 Processed Date: _____

Supervisor Use Only

Date Received: _____
 Teachers Contacted: _____
 Removed from Homeroom: _____
 Removed from Mailing List: _____