



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
Three days before the 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. Prorated refunds are based off the last date of recorded attendance or three days after receiving the form, whichever is later. Registration fees are non-refundable.

Child's Name: _____
(Last) (First)

Today's Date: _____

Last Day of Attendance: _____

Phone Number: _____

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 Withdrawn On (Date): _____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: _____