



DEPARTMENT OF
**EXTENDED
LEARNING**

Discovery Link School-Age Child Care LETTER OF WITHDRAWAL



DISCOVERY LINK
THE DPS AFTERSCHOOL PROGRAM

To withdraw from the Discovery Link program, a separate form must be completely filled out for each child at least one week in advance. Each form must include your signature and the signature of an authorized staff member. Please turn this form in to your child care site whenever possible. We can also accept your withdrawal request via fax 720-423-1507, or email it to discovery_link@dpsk12.org **Please Note: If you choose to re-enroll your child there will be a \$25.00 reinstatement fee. We cannot guarantee that space will be available.**

Child's Name:	Today's Date:
Parent's Name:	
Site:	

Parent requested withdrawal date: _____
(Minimum of 1 week notice is required)

Confirmed withdrawal date: _____

PROGRAMS <i>(Check all that apply)</i>			
EARLY RISER	KADOODLES	LUNCH BUNCH	AFTER-SCHOOL
Reason for Leaving:			

Parent/Guardian Signature

Date

Staff Signature

Date

FOR OFFICE USE ONLY

Received in Front Office by: _____ Date: _____

Scanned into Pro-Care: _____

Comments: _____

Finance Adjustments/Daily Report: _____

Roster/Daily Report Updated: _____

Withdrawal Effective Date: _____

Approved by: _____ Date: _____