

Early Release from Ben & Maxine Miller Child Development Laboratory School

Dear Parents,

The Ben and Maxine Miller Child Development Laboratory School (MCDLS) has received your request for early release from your current contract. According to your request, you are asking for a replacement for your child _____ as of _____. MCDLS administrative staff will begin the replacement process upon receiving your written request to terminate your contract early, including your requested termination date.

Please remember that you are responsible for your child's tuition until a replacement has been found for your child's spot. By signing this document, you are acknowledging the contract requirement that:

- 1.) Notification in writing must be submitted at least six weeks prior to leaving,
- 2.) a forwarding address must be provided to MCDLS Secretary, and
- 3.) you are only released from this contract and its financial obligation only when the MCDLS staff finds a replacement for your child's position, and
- 4) you understand that families choosing to withdraw for the summer will not be guaranteed a spot in the fall.

Parent Signature

Date

Director/Associate Director/Secretary signature

Date

Forwarding Address:

Replacement Update—to be filled in by MCDLS staff only.

A replacement has been found for your child's position. Your contract will end as of _____, after that date you will no longer be responsible for your child's contract with MCDLS.

Director/Associate Director/Secretary signature

Date