



First United Methodist Church

715 Diamond Drive
Los Alamos, NM 87544
(505) 662-6277
www.firstinyourheart.org

The ARK Child Development Center
(505) 662-4822

Notice of Intent to Disenroll a Student

Name of the person completing this form: _____
I/we will be disenrolling my/our child(ren) from ARK Child Development Center for the 2023-2024 school year, effective _____.

I/we understand that my responsibilities for a successful withdrawal may include, but are not limited to, withdrawing from student's classes and reconciling my bill with the Ark Child Development Office for payment or refund. All tuition and miscellaneous fees must be paid in full prior to the release of any student.

Parents wishing to cancel the enrollment contract with Ark Child Development must submit this disenrollment form to the Head of School no later than 5:00pm on the day notice is given.

Verbal notification is not considered due notice.

STUDENT INFORMATION

Student 1 Full Name: _____ Current Classroom: _____
Student 2 Full Name: _____ Current Classroom: _____
Student 3 Full Name: _____ Current Classroom: _____

PARENT INFORMATION

Parent/Guardian 1

Full Name: _____
Address: _____

Email: _____

Contact Phone Number: _____

The student lives at this address (please specify): All the time Part of the time

Parent/Guardian 2

Full Name: _____

Address: _____

Email: _____ Contact Phone Number: _____

The student lives at this address (please specify) All the time Part of the time

CONFIRMATION

I/we acknowledge this form is signed by all parties who have signed the Application for Enrollment form.

Signature Parent/Guardian 1: _____

Date: _____

Signature Parent/Guardian 2: _____

Date: _____

ARK ADMINISTRATOR:

SIGNATURE: _____

DATE: _____