



# Loving Arms Family Child Care

678-668-6996

## TWO WEEKS NOTICE FORM

Please accept this as my two weeks notices. Today's date is \_\_\_\_\_.

\_\_\_\_\_ last day will be \_\_\_\_\_. I do understand that legally, the full two week of care is required to satisfy our contract regardless of my reason for withdrawal. **With this two weeks notice, my tuition payments are due on Friday by 6:30 pm in cash or credit cards. I may use childcare pay.com to print invoices or receipts. However, I may not pay tuition on-line from this point on.**

I am also aware that I may pay out the remainder of my contract with a full two weeks payment if I decide not to keep my child in care for the remaining two weeks.

**I do fully understand that one of the two ways to exit the clause is needed to terminate the legal contract between Loving Arms and myself. If any part of the termination clause is breached, legal remedies will be sought for judgment on the matter in the sum of two weeks tuition and all court cost.**

**If I leave without a zero balance, legal remedies will be sought for judgment on the matter in the sum of balance due and all court cost.**

**If I receive CAPS, CAPS will be notified of outstanding balance which will stop all CAPS assistance until full payment is rendered.**

**Contract, pg 13:**

Any and all unpaid tuition not covered under CAPS, for whatever reason, will be the families sole responsibility to render the tuition balance on due date by 6:30 p m. (late fee automatically added to all open account at 8:30pm regardless of reason or payment arrangement)

I may find all written policy and procedures at [www.LovingArmsFamilyChildCare.com](http://www.LovingArmsFamilyChildCare.com) under the enrollment tab by clicking on the red triangle, pg 11 under termination clause.

X \_\_\_\_\_  
Mom/ Guardian Sign Name Date

**Terminations:**

•Respectfully, if parents feel the care we provide is not suited to their child or their family, they also have the right, at anytime and with the same two weeks notices period, to terminate care (required termination form can be found online 24/7). A parent may also opt out of the weeks' notice clause by paying that two week's tuition out right. But one or the other is needed to satisfy the termination clause regardless of the reason for termination. Keep in mind, a voluntarily withdrawal cannot be re-instated until after six weeks has past.

•**If Parent Should Leave Without Giving Two Weeks Notice, That Parent Will Receive An Final Invoice That Will Include Two weeks Tuition And Any Pasted Due Amount. Any Account That Do Not Have a Zero Balance Will be Reported to the Child Care Bureau and / or DFACS To Stop all Daycare Assistance received by that agency. Legal Remedies Will Be Sought If Balance Remains Unpaid After Two Weeks Of Termination. All court cost and legal fees will also be sought in judgment ( pg 3 & 12)**



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