FID # _____

 Department of Early Education and Care

End of Child Care Placement Form

If you need to end a placement or to change providers *prior to the scheduled end date of a voucher*, please do the following:

- Provide two weeks notice in writing indicating the child(ren)'s expected last day of attendance.
- All outstanding fees (if any) must be paid to the current provider before a new voucher will be issued.
- Complete and submit this form along with a completed *Confirmation of Provider* form to verify a start date for a new provider.

■■

Date of Notice: _____

Parent/Guardian: _____ Phone # _____
                   (First name)   (Last name)

Child #1: _____   Child #2: _____

Child #3: _____   Child #4: _____

Program/Provider Name: _____

Address: _____ Phone# _____

_____

The child(ren)'s last day of <u>care</u> with my program will be on (date) _____.

The last day I will be <u>billing</u> for care for this child(ren) is on (date)_____.

Does the parent owe any outstanding fees: ___ Yes   ___ No
(only fees assessed as part of the voucher agreement—do not include any other type of fees owed to your program)

If yes, how much does the parent owe? $_____

  If outstanding fees are owed, a Family Services Specialist will contact you to confirm receipt of payment before a new voucher will be issued.

Please indicate the reason   ___ Owes fees   ___ Voluntary   ___ Custody change   ___ Changing providers
for end of placement: Other:_____

_____   _____
Parent Signature   **Date**

_____   _____
Provider Signature   **Date**

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