



# Termination of Enrollment Form 2025/2026

Families choosing to withdraw from Sunbeams & Rainbows must complete a Sunbeams & Rainbows Termination of Enrollment Form and submit it to the registration office either through the drop-box or by e-mail to [registration@epd.org](mailto:registration@epd.org) to be eligible for a prorated refund. **Registration fees are non-refundable.**

Withdraw deadline is August 1, 2025, or  
Three days before the child's last day of preschool to be eligible for a pro-rated refund.

## Refund Policy

To terminate enrollment in Sunbeams & Rainbows preschool, a Termination of Enrollment Form must be submitted to the registration office at the Wagner Community Center by August 1, 2025. Prorated refunds are based off the last date of recorded attendance or three days after receiving the form, whichever is later. Registration fees are non-refundable.

Child's Name: \_\_\_\_\_  
(Last) (First)

Today's Date: \_\_\_\_\_

Last Day of Attendance: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Location:

- ☐ Butterfield Park Recreation Building
- ☐ Courts Plus
- ☐ Crestview Park Recreation Building
- ☐ Eldridge Park Recreation Building
- ☐ Wilder Park Recreation Building

## Days:

- ☐ Mon/Wed
- ☐ Tu/Th
- ☐ Mon/Wed/Fri
- ☐ Mon-Thurs AM
- ☐ Mon-Thurs PM

## Age:

- ☐ 2-Year-Old
- ☐ 3-Year-Old
- ☐ 4-Year-Old
- ☐ 3-5-Year-Old

## Reason for Termination:

- ☐ Relocating
- ☐ Schedule Conflict
- ☐ Medical (*Attach Doctors Note*)
- ☐ Attending another preschool program (*Please List: \_\_\_\_\_*)
- ☐ Other, Specify: \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Registration Office Use Only

Date Received: \_\_\_\_\_  
Received E-mail Sent: \_\_\_\_\_  
Withdrawn On (Date): \_\_\_\_\_  
Copy to Supervisor: \_\_\_\_\_  
Processed Date: \_\_\_\_\_

## Supervisor Use Only

Date Received: \_\_\_\_\_  
Teachers Contacted: \_\_\_\_\_  
Removed from Homeroom: \_\_\_\_\_  
Removed from Mailing List: \_\_\_\_\_