

NBCC Withdrawal Notice

Thank you for sharing your child with us- we hope your family enjoyed it as much as we have! Please fill out the information below regarding your child's last day and experience here at NBCC. Thank you!

Date: _____

This serves as notification that my child _____ will be withdrawing from Room _____.

His/Her last day will be _____. I understand that my deposit will be returned if I have given 30 days notice.

Options for deposit refund:

- _____ Apply to tuition
- _____ Refund balance of deposit by check
- _____ Donate entire deposit to the BJ Heck Scholarship Fund
- _____ Donate a portion of deposit to the BJ Heck Scholarship Fund - amount \$ _____

See the back of this form for information on BJ Heck and our scholarship fund.

Parent Signature: _____

Please rate on a scale of 1 to 5 the following items for your child's room:

1= lowest 5= highest

- Safety _____
- Cleanliness _____
- Curriculum _____
- Loving Environment _____
- Communication _____

• **Please remember to turn in your security door cards. Thank you!**

What was your reason for withdrawal? _____

Would you recommend our center to others? _____

Suggestions/comments: _____

Are there any concerns or ideas that you would like us to help your child with as they prepare to transition to another program? If so, please share them with us here. Thank you!

Office Use Only

Received by: _____ Date: _____

Copy to: Dir. _____ Asst. Dir. _____ Classroom _____ Financial Man. _____ Admin Asst. _____

Barbara Jean (BJ) Heck was a teacher here at North Broadway Children's Center for 30 years. In 1983, she was selected by the Ohio Association for the Education of Young Children (OAEYC) as the Teacher of the Year. B.J. won respect and recognition for her enthusiasm, sensitivity to young children, encouragement, and creativity. She made a difference in many children's lives.

A scholarship fund was set up in BJ's honor several years ago, and is used every year to help families in need with the cost of tuition. If you are interested in donating to the B.J Heck Scholarship Fund, please feel free to donate a portion of your deposit or stop by the office and talk to the Director or the Financial Manager. **Contributions can be made to the B.J. Heck Scholarship Fund at any time.** The amounts paid will be designated as the principal of the scholarship fund. Interest earned will be used towards scholarships for full-time child care. Distributions will be determined by the scholarship committee of the North Broadway Children's Center.

North Broadway Children's Center is a 501C(3) organization. All donations to the fund are charitable contributions, which are tax deductible to the full extent of the current tax laws. Checks should be made to North Broadway Children's Center (NBCC).

You can make a difference in a child's life.

Good-bye- we'll miss you!!

We are sad to see your family leave NBCC, and we hope you and your child learned a lot and enjoyed your time here with us. We understand that change can be hard, so we have put together some information below to help with your family's transition to a new program. Your child's teachers and the office staff are always here to help you and your child, please let us know if we can help your transition in any way.

What we do in our classrooms to help prepare your child to go to a new environment:

- The teachers talk to the children about the new environment
 - o What to expect
 - o How it may be different
 - o How it may be similar
 - o If they know other children who will be going there too

- The teachers will make a goodbye plan- this may include:
 - o Sending home their portfolio
 - o Making sure to gather up all their things to take home
 - o Saying goodbye to their friends at group
 - o Using a calendar to count down the number of days

How you can help prepare your child for their transition to a new environment:

- Talk to your child about their new environment-
 - o Help them feel excited about moving
 - o Encourage them to talk about what may scare them about moving
 - o Acknowledge that they are going to miss their old teachers
 - o Reassure them that their new teachers are going to be there to help them too
 - o Talk about some of the children they may know in their new environment

- Visit the new environment with your child so that they can see the space and meet the staff and other children if possible.
 - o If you are unable to go into the new classroom (for example, a kindergarten room), it will be helpful to at least go to the new program to show your child where it is. Also, stop by the office and see if you can show your child where the room is.
 - o Go to the new program's website- you should be able to get information about their program, and maybe see photos of your child's new teachers.

- If you or your child have any questions, set up a time to discuss them with the new teacher.

Come back and visit us at NBCC!