

GUARDIAN CHRISTIAN ACADEMY

6851 COURTHOUSE ROAD
CHESTERFIELD, VIRGINIA 23832
804-715-3210 phone / 804-715-3237 fax
www.gcakids.com



CONCERNING THE TERMINATION OF SERVICES

When leaving the Graded School, Preschool, Preschool Childcare, or Before and After School programs of Guardian Christian Academy, a **written two week notice** is required. Monthly tuition is due through the remainder of the month in which the child is no longer enrolled at Guardian Christian Academy. Further information regarding termination of services is in the Parent/Student Handbook. Please use the lower portion of this form by filling in the blanks and submitting it to the office.

NOTICE OF TERMINATION

DATE: _____

Please accept this as my written two week notice to terminate preschool, childcare, or before and after school services for (Name of Child) _____ with Guardian Christian Academy.

Last day of care shall be _____.

Request for unused lunch tickets: yes no

Sincerely,

Signature of Parent or Guardian

Date Signed

Printed Name of Parent or Guardian

Reason (optional):



Equipping students to become Christian leaders who impact the culture for Christ

Revised 07/22/13