



10109 Darnestown Road
Rockville, Maryland 20850

301-424-6282 | Fax- 301-424-9477

www.academychild.com | academychild@gmail.com

Request for Withdrawal

Please return completed and signed form via fax to 301-424-9477.

Date of Request: _____

Date of Withdrawal: _____

Parent/Guardian Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Daytime Phone: _____

Is this an address change? ___ Yes ___ No

Child(ren) to be Withdrawn: _____

Put a checkmark to show Name of Center:

Academy Primary (APS)

Dr. Charles Drew (CD)

Cold Spring (CS)

DuFief (DF)

Galway (GW)

Stone Mill (SM)

Refund Information (if applicable):

- Security Deposits apply to Infant – Pre-K programs. To be eligible for a security deposit refund, your Infant-Pre-K child must attend the new program for at least one (1) month and a one (1) month written notice of withdrawal must be submitted to Academy’s Main Office.
- Students enrolled in any of Academy’s school year programs are based on annual school year tuition and are divided into ten (10) equal, ***non-refundable*** monthly installments. This applies to the following programs: All Before & After School-Age programs, Academy Primary School (K-2nd), B’nai Israel Aftercare, and MSDE Preschool-Prekindergarten school year programs.
- All financial obligations to Academy must be cleared prior to the issuance of a refund. Any refund due may be used towards any outstanding obligations.
- Refund checks will be mailed 6 weeks after withdrawal.
- Academy requires one month’s (30 days) written notice of withdrawal in order for them not to be charged for all of the following month. **For example: if we are notified Feb 1st that Feb 28th is the last day, the following month will not be charged.**

What is your primary reason for withdrawing?

- ┆ Moving to another school district or out of state.
- ┆ My child will be entering kindergarten.
- ┆ Center operating hours.
- ┆ Center Location
- ┆ No longer need licensed, regulated child care.
- ┆ Enrolling my child in another child care program. If you checked yes, please write a brief explanation:

Parent Signature: _____ Date: _____