

**Just Kids Termination Form**

Just Kids Program Site(s) \_\_\_\_\_

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

Child/Children's Name: \_\_\_\_\_

Reason for termination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's last date of attendance: \_\_\_\_\_

**Please Note:**

This form must be submitted to the Just Kids Program, Attention Billing Department:  
[Christopher.desilvio@archwayprograms.org](mailto:Christopher.desilvio@archwayprograms.org) and [shaniell.norton@archwayprograms.org](mailto:shaniell.norton@archwayprograms.org)

- When terminating care from Just Kids, at least 2 weeks' notice is required to reflect changes to your account and auto pay.
- If 2 weeks' notice is not provided, you are still responsible for the remaining balance on your account.
- All students with a childcare subsidy agreement are required to submit an email to the Just Kids Subsidy Administrator Shaniell Norton, [shaniell.norton@archwayprograms.org](mailto:shaniell.norton@archwayprograms.org), and DHS case manager upon termination of care from the Just Kids program.

**Please make the following changes to my child's account:**

Before and After School Child Care \_\_\_ Withdraw from the Program

Just Kids Summer Camp \_\_\_ Withdraw from the Program

Your request will not be in effect until this form is received by the Just Kids Administrators.

Please initial here if you would like to receive an email confirmation upon completion:

\_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_