



Lawrence Community Nursery School

645 Alabama St.
Lawrence, KS 66044
(785) 842-0064

Exit Form

Due by _____

Everyone eventually leaves Lawrence Community Nursery School. We hope you have fond memories of the "little red school house." When you initially submitted your application, you were required to include a deposit, to be kept for the duration of your participation in the cooperative. If all of your responsibilities as a member of the co-op have been satisfactorily completed, you may receive a refund of your deposit. If you wish, you may contribute the deposit to LCNS or the LCNS Endowment Fund, and receive a receipt for your donation to a non-profit organization. Please complete and return this form to the treasurer. Please allow 3-4 weeks for processing. Thank you!

Please complete the following:

Date

Your Name

Child's Name

Address

Please check one:

Please consider my deposit a donation to LCNS, and send me a receipt.

Please donate \$15 of my deposit to the LCNS Endowment Fund. The following adult will become a member: _____

The remainder should be: donated to LCNS

refunded to me

donated to LCNSEF

Please refund my entire deposit, subject to the fulfillment of my obligations as a member of the co-op (as shown below).

Attached is my check for \$40 and order form, please add my deposit and purchase a brick for the school.

FOR BOARD USE:

1) Tuition paid in full (incoming treasurer) _____

2) Work hours completed (facilities) _____

3) Participations completed (class chair) _____

4) Weekend cleaning completed (class chair) _____

5) Committee & fundraising work completed (vice pres.) _____

6) Handbook returned (secretary) _____

7) Advance notice of departure given (admissions) _____

DECISION:

Approved _____

Refund Date _____

Denied _____

Family Notified Date _____