



Child Care Choices of Boston

www.childcarechoicesofboston.org

CHANGE OF PROVIDER

If you need to change providers *prior to the scheduled end date of your voucher*, please do the following:

- Provide two weeks notice in writing to the current provider indicating your child(ren)'s expected last day of attendance. You can use this form or your own.
- A copy of the notice must be provided to your CCCB Parent Services Specialist before a voucher to a new provider will be issued.
- You must pay all outstanding fees (if any) to the current provider before a new voucher will be issued.
- Confirm a start date for the new provider. You may request from CCCB a "Confirmation of Provider" form. Otherwise your CCCB Parent Services Specialist will need to get verbal confirmation of enrollment before a new voucher will be issued.
- Contact your CCCB Parent Services Specialist to have the new voucher issued.



Date of Notice: _____

Current Provider: _____ Phone # _____

Child #1: _____ Child #2: _____

This notice confirms that the above listed child(ren) will no longer be attending your child care program after: _____ (indicate the agreed upon last day of attendance—this should be at least two weeks from the date of notice unless otherwise agreed with the provider).

To be completed by the Child Care Provider:

Does the parent owe any outstanding fees: ___ Yes ___ No

If yes, how much does the parent owe? \$_____

If outstanding fees are indicated, a Parent Services Specialist will contact you to confirm receipt of payment before a voucher to a new provider will be issued.

Parent Signature

Date

Provider Signature

Date