



## 09.01g Notification of Leaving Form

You are required to provide us with at least four weeks' notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for four weeks from the date of notice. Please refer to our terms and conditions for full details.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.

I confirm \_\_\_\_\_ *(insert child's name)* will be leaving that \_\_\_\_\_ South Moreton Pre-School on \_\_\_\_\_ *(insert date)* and hereby give the required four weeks' notice period.

Name of parent/guardian \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Because we are always seeking to develop and improve our services we would be grateful for a response to the questions below. All feedback is treated confidentially and is greatly valued.

1. How long has your child attended our setting? \_\_\_\_\_ Years \_\_\_\_\_ Months

2. Which age group does your child attend? 2-3 3-5

3. Why is your child leaving?  Cost  Starting school  Attending another setting

Other \_\_\_\_\_

4. How would you rate the standard of care and education your child has received?  Very good  Good  Satisfactory  Poor

<b>This policy was adopted by:</b>	<b>South Moreton Pre-School Management Committee</b> <hr/>
<b>On:</b>	<b>February 2023</b> <hr/>
<b>Date to be reviewed:</b>	<b>February 2021</b> <hr/>
<b>Signed on behalf of the Management Committee:</b>	<hr/>
<b>Name of signatory:</b>	<b>Kathleen Defrates</b> <hr/>
<b>Role of signatory:</b>	<b>Chair</b> <hr/>