

10.14 Notification of Leaving Form

Layston Preschool and Nursery CIC Notification of Leaving Form

The Causeway, Buntingford, Herts, SG9 9EU

Tel: 01763271235 Mobile: 07714796673

Community Interest Company No. 9589857

Ofsted Registration No. EY494489

You are required to provide us with at least six weeks' (half a term's) notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for the remainder of the half term. 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 _____

Layston Preschool and _____ *(insert date)* and hereby give the
Nusery on _____

required one month's 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's / 3-5's

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