

## 10.13 Notification of Leaving Form or Reducing Hours

Bagshot Pre-school: Notification of Leaving Form or Reducing Hours

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You are required to provide us with at least a half term's notice withdrawing your child or reducing your child's hours. If insufficient notice is given you will be responsible for the full fees for your child for a half term 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.

Please complete Statement 1 or 2 as appropriate and sign and date.

### Statement 1

I confirm that I wish to reduce the hours \_\_\_\_\_ will be attending Bagshot

Pre-school on \_\_\_\_\_ and hereby give the required half a terms notice period.

Date the new hours will be take effect \_\_\_\_\_

Monday 9-1

Tuesday 9-1

Wednesday 9-1

Thursday 9-1

Friday 9-1

Please circle

### Statement 2

I confirm that \_\_\_\_\_ will be leaving

Bagshot Pre-school on \_\_\_\_\_ (insert date) and hereby give the required half term notice period (6weeks).

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? 0-2's / 2-3's / 3-5's

3. Why is your child leaving or reducing hours?  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

