10.14 Notification of Leaving Form

Parkgate Pre-School, Brooklands Road, Parkgate, Cheshire, CH64 6SW
Tel: 0151 353 8168
Website: www.parkgatepreschool.co.uk Email: admin@parkgatepreschool.co.uk
Charity Number: 1133164 Company Registration Number: 305236

You are required to provide us with at least one month’s notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month 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 that (insert child’s name) will be leaving Parkgate Pre-School on (insert date) and hereby give the 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? 0-2's / 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

This revised policy was adopted at a meeting of Parkgate Pre-school

Held on 14 May 2018

Effective from 14 May 2018

Date to be reviewed 14 May 2019

Signed on behalf of the management committee CHallam

Name of signatory Cassie Hallam

Role of signatory (e.g. chair/owner) Chair

Change control log

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Effective Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>14 May 2018</td>
<td>* Initial document release</td>
</tr>
</tbody>
</table>

Policy 10.14 Notification of Leaving Version 1 May 2018