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**Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met.

**10.14 Notification of leaving form****Little Fingers Pre-school Notification of Leaving Form**

**Little Fingers Pre-school, The Gospel Hall, Vernham Dean, Hampshire. SP11 0LD**

**Registered Charity Number: 1038252**

Telephone: 01264 737735 Email: adminoffice.lfpreschool@btinternet.com

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.

Name of parent/guardian	
Signed	
Date	

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 Little Fingers Pre-school on \_\_\_\_\_ (*insert date*) and hereby give the required one month's notice.

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.

How long was your child at Little Fingers? _____ Years _____ Months
Why is your child leaving? Cost ( ) Moving ( ) Attending another school ( ) Other ( )
How would you rate the standard of care and education your child has received? Very good ( ) Good ( ) Satisfactory ( ) Poor ( )
Any other comments:

Name of Pre-school Manager	
Signed	
Date	

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Little Fingers Pre-school

March 2022

Carolyn Coleman

Chair