

NOTICE OF LEAVING/REDUCTION OF SESSIONS

Notice of Leaving

Any child wishing to leave the Pre-school during a school year should advise the Pre-school in writing giving 6 weeks notice of their intention to leave. If parents remove their child/children from the Pre-school immediately or during the notice period, they would be expected to pay for the sessions allocated to their child/children during this time.

A form is available for parents to use if they do not wish to write a letter.

Notice of Reduction of Sessions

If any parent/carer wishes to reduce the number of sessions their child attends, the parent/carer should advise Pre-school in writing giving 1 (one) weeks notice of this request. Please note this only applies to un-funded children.

Parents wishing to increase/drop or alter sessions should contact the preschool administrator before the start of the next half term. Where possible changes take place at the next half term. The Pre-school will make every effort to accommodate a request for a child to change sessions. Parents will be notified as to whether the change can be accommodated as soon as possible after the request has been received. Children must not turn up for alternative sessions without prior agreement.