

# Horsted Keynes Preschool's Notification of Leaving Form



Horsted Keynes Preschool

The Village Hall

The Village Green

Horsted Keynes

West Sussex

RH17 7AP

Tel: 01825 791899 Charity No: 1029557

Email: [admin@horstedkeynespreschool.org.uk](mailto:admin@horstedkeynespreschool.org.uk)

You are required to provide us with at least six weeks' notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for six weeks 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

Horsted Keynes Preschool on \_\_\_\_\_ *(insert date)* and hereby give the

required six weeks' notice period.

Name of parent/Carer \_\_\_\_\_

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