



## RIDING MILL OUTDOOR PRESCHOOL NOTIFICATION OF LEAVING FORM

You are required to provide us with written notice of at least 6 weeks or 1 half term (whichever is longer) if you intend to withdraw your child from our setting.

If insufficient notice is given you will be responsible for the full fees for your child for 6 weeks from the date of notice. Please refer to our terms and conditions for full details.

If your child is leaving at the end of the summer term to start school then there is no need to complete this form.

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 full name)  
will be leaving Riding Mill Outdoor Preschool on ..... (insert date)  
and hereby give the required 6 week/1 half term notice period (delete as appropriate).

NAME OF PARENT/CARER	
SIGNED	
DATE	

.....  
TO BE COMPLETED BY STAFF:

DATE RECEIVED	
SIGNED	