



Bizzy Bees Pre-School CIO  
 Memorial Hall Bedford Road  
 Wootton  
 Bedford  
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 Website: [www.bizzybeespreschool.org](http://www.bizzybeespreschool.org)  
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 Charity Number: 1172751  
 Ofsted: EY556019

## 10.14 Notification of Leaving Form policy

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 (Form 10.1) 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 Bizzy Bees Pre-School CIO 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.

How long has your child attended our setting?	(years):	(months):		
Which age group does your child attend? (please tick)	2-3's	3-5's		
Why is your child leaving? (please tick)	Cost:	Starting school	Attending another setting	Other (please specify)
How would you rate the standard of care and education your child has received? (please tick)	Very good	Good	Satisfactory	Poor