



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
07759 582307

Policy for Leaving the Pre-school.

The following policy is to help is plan admissions, staffing levels and curriculum and to protect the financial resources of the pre-school for the benefit of all the children.

Parents/ carer must give the pre-school the equivalent of half a term's notice (usually 6 weeks) in writing before a child leaves pre-school.

Where less than this amount of notice is given, parents / carers must pay fees in lieu of notice for the balance of the notice period. In the case of children eligible for the nursery grant, the fees to be paid in lieu of notice will be at the current nursery grant rate.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....