



Child leaving form

Please fill in the form below to inform head office that you wish to end your child's placement with us. Your deposit and any money owing to you will be refunded a month after your leave date.

As per your contract one month's notice is required. Your deposit will be used to clear any outstanding balance.

Child's name			
DOB			
Nursery branch name			
Is your child receiving Grant Funding?	Yes	No	
Final day of attendance			
Your bank account details			
Account name:			
Account number:			
Sort code:			
We appreciate all feedback and comments on the care provided by our nursery and school.			
Please let us know what nursery/school your child will attend or if you are leaving the country:			
Date:		Signed:	
Print Name:			

To be completed by head office			Sibling discount removed <input type="checkbox"/>
Leaving date entered <input type="checkbox"/>	Invoiced adjusted <input type="checkbox"/>	Deposit refunded <input type="checkbox"/>	
Outstanding balance cleared <input type="checkbox"/>	Date / /	Name	