

NOTICE FORM

Please complete this form if: (delete as appropriate)

- you no longer require a particular morning, lunchtime or afternoon, or breakfast or after school club session for your child.
- your child is leaving Playgroup completely

Child's name: _____ Reason for leaving: _____ Parent/Carer contact telephone number _____

Please indicate which sessions are no longer required by writing the date of the last session you wish your child to attend in the appropriate box below.

	Morning	Lunchtime	Collect/Take	Afternoon
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

<p>The above-named child will be leaving Playgroup and therefore I give four weeks' term time notice. Should four weeks' term time notice not have been given, I understand that I will have to pay for all sessions during the four-week notice period.</p> <p>Signed: _____ Printed: _____</p> <p>Date: _____</p>

Please complete and hand in at Playgroup. Thank you.