

Notice of Withdrawal/Reduction of Days

Families wishing to cease care at Minnow Early Learning are required to give three weeks notice in writing. We ask families to complete this form as notice of intention to withdraw or reduce your child's days from Minnows Early Learning.

Please complete this form and return it to the office to enable us to finalise the required documentation.

Families who leave and fail to give three weeks notice will be charged at full fee.

Date _____ I _____
(Print name)

will be withdrawing/reducing days of _____
(Child's name)

Mon, Tues, Wed, Thurs, and Fri
(Please circle)

My current days at Minnows Early Learning Mon, Tues, Wed, Thurs, and Fri
(Please circle current booked day/s)

My last day will be _____.
(Last date of care)

Please accept this as my three weeks notice for withdrawal of my child as required by management.

Parent Signature _____

Management Signature _____

Feedback (Please feel free to use the back of this form if you need extra space)

1. How has your child benefited from his/her experience at this centre?

2. In what ways could we improve the program to better meet your child's needs?
