



# Crossbow Pre-School

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## Crossbow Pre-School Notification of Leaving Form

You are required to provide us with at least six weeks' notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for six weeks from the date of notice. Please refer to our terms and conditions for full details.

I confirm that \_\_\_\_\_ (insert child's name)  
will be leaving Crossbow Pre-School on \_\_\_\_\_ (insert date) and hereby give the  
required six weeks' 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.

1. How long has your child attended our setting? \_\_\_\_\_ Years \_\_\_\_\_ Months

2. Which age group does your child attend? 2-3's / 3-5's

3. Why is your child leaving?  Cost  Starting school  Attending another setting

Other \_\_\_\_\_

4. How would you rate the standard of care and education your child has received?  Very good  Good  Satisfactory  Poor

### Data Protection

The information you provide in this form will be used solely for the purpose of Crossbow Pre-School and will be held confidentially within the organisation. Your data will not be passed to any third party but may need to be shared with other childcare providers or agencies.

Crossbow Pre-School has a Privacy Notice which can be found on the Website and available to view on the premises. Your data will be stored and used in accordance with this Policy.