

Notice of Child's Last Day

Child's Full Name		Last day will be	
Child's Nursery			

I wish to give notice of my child's last day at Cherubs Nurseries. I understand that a minimum of one calendar months' notice is required to terminate my Child's place, as per the Cherubs Nurseries Terms and Conditions.

What is your reason for leaving Cherubs Nurseries?	
If moving to a different provider, why?	
If leaving to go to school, what school?	

We value your opinions and would appreciate any feedback you would like to give on any aspect of the service we provide

Are there any team members that you would like to mention, that have gone the extra smile?

Please rate your child's overall experience at Cherubs Nurseries, 1 being very unhappy to 9 being very happy	1 2 3 4 5 6 7 8 9
Please rate the nursery environment 1 being unsatisfactory to 9 being outstanding	1 2 3 4 5 6 7 8 9
Please rate the Management Team 1 being unsatisfactory to 9 being outstanding	1 2 3 4 5 6 7 8 9
Would you recommend Cherubs Nurseries?	Yes No

Please state the bank details you would like any remaining account credit or deposit paid to
Please note we cannot accept any responsibility for incorrect details given on this form

Name of Account Holder			
Bank Sort Code		Bank Account Number	

Are there any email addresses you have given us, during your time at Cherubs Nurseries, that you would like removing from our mailing list? If so, please state them below

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PLEASE READ: IMPORTANT INFORMATION ABOUT YOUR NEXT STEPS AND TERMS AND CONDITIONS

Once you have completed and signed this form please return it to your child's nursery manager. They will then check the information given on this form is correct. If anything needs to be clarified they will contact you. A final invoice will then be created and sent to you. Following that your child's account will be closed, providing there are no outstanding fees to be paid. If this is the case any remaining account credit and your deposit will be returned to you within a calendar month of your child's last day, as stated on this form. If you pay your child's nursery fees by childcare voucher, in part or full, please get in touch with your provider now to stop voucher payments to us, as these **cannot** be refunded to you once received by us. If we receive any payments, once your account has been closed you will be charged a £10 administration free for each overpayment received. If there is still an outstanding balance on the account this will be deducted from any account credit and from your deposit. If there is still an outstanding balance we will be in touch with you to discuss payment. By signing this form you agree that you have read, understood and agree to the terms outlined throughout this form, even if they differ from the terms and conditions you were originally bound by.

Parent's Signature		Date	
Manager's Signature		Date	

For Nursery Management Use Only				
Date request received	Initial and Date	Check notice period given	If incorrect agree earliest date, enter here	Initial and Date
Email form to central support team				Initial and Date
Remove Parent(s) from Nursery Facebook Group				Initial and Date
Remove Parent(s) Email Addresses from Mailing List				Initial and Date
For Central Support Use Only				
Update Childsplay	Initial and Date	Email Parent confirmation		Initial and Date
Create final invoice and send bank details	Initial and Date	File document		Initial and Date