

Leaving the setting

At times pre-school life is not right for all children, sometimes the timing is just not right and we understand that removal of a child from a setting could happen.

If you feel this is a necessary step we recommend the Key person and Management know as soon as you have chosen this option, preferably in writing. However once your child has settled in the pre-school we would require a notice period of 4 weeks to quit the setting, this can be reviewed at any time during the notice period.

Sometimes a child cries at the start of each session but stops quickly when the parent leaves. Speak to your key person to gain a wider picture before you move your child, as it might be your child is fine, it's just they know how to pull at your heart strings.

The management will help and advise you on changes available to sessions, additional stay and play sessions or leaving your child/children's place open until a later date, along with withdrawal of their place for a month, a term, a year or completely. Sometimes our busy setting is not right for you or your child.

Your happiness and the happiness of your child/children is our goal. When your child is happy you will be more comfortable in leaving your child in the pre-school. We understand it is a daunting task and wish to support the families along with the child/children.

We request all fees are paid up to date before leaving, even if returning in a month or two. If you are leaving to start at another setting we wish to make you aware that all settings in the area share information where families leave owing monies and where no attempt to repay fees has been made. The management will seek repayment by the use of a debt collection agency.