

Dazzling Stars Children Withdrawal Notification Policy

Purpose

The purpose of this policy is to ensure clear communication between parents and the school regarding a child/children's withdrawal from Dazzling stars Pre-School. This is to allow the Nursery to maintain accurate records, manage setting placements, and ensure all administrative and financial matters are properly concluded.

Policy statement

Parents or guardians are required to provide formal written notice when their child/children will be leaving or transferring. The school must receive this notification within the required notice period to ensure a smooth transition and accurate record management

- Parents/guardian must give one full term notice or 30days written notice before the last day of attendance
- Failure to provide the required notice may result in forfeiture of deposit or one term fees from the provider i.e. "Bexley Council "