



Woodham Mortimer Pre-School
Woodham Mortimer Village Hall
Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX
Telephone: 07742 228077
Website: www.woodhammortimerpreschool.org.uk
e-mail: woodhammortimerpre-school@hotmail.com
Registered Charity Number: 1060526 DFES / OFSTED Number 650168
PSLA Membership Number: 20167

ADMINISTRATION

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs

4.6 – WITHDRAWING A CHILD FROM PRE-SCHOOL POLICY

POLICY STATEMENT

In the event you wish to withdraw your child from Woodham Mortimer Pre-School, we require that you give us half a term's notice period in writing to the Finance Clerk for which an invoice will be issued.

If your child leaves the Pre-School before the end of the notice period given to us, the fees invoiced will still be due to us. If the full invoice is not paid within 2 weeks of the issue date, then we will invoke our Non-Payment of Fees Policy.

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

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Next Review Date

January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

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Name of Signatory

Kayte Terrett

Role of Signatory

Chairperson – Woodham Mortimer Pre-School