



NOTICE PERIODS FOR WALKERN PRESCHOOL

I. CHILD IS TO LEAVE WALKERN PRESCHOOL/CANCEL CONTRACT WITH WALKERN PRESCHOOL:

- I.1 If you change your mind and your child is to leave the Walkern Preschool setting, you can cancel your contract with us but we ideally require x1 months (x4 weeks) prior notice.
- I.2 To exercise your right to cancel, you must inform us of your decision to cancel this contract by telling us this clearly in writing (e.g. a letter sent by post or email).
- I.3 To meet the cancellation deadline, you should send your cancellation notice to Walkern Preschool (Address: High Street, Walkern, SG2 7NS or email: walkernpreschool@gmail.com) marked for the attention of the Preschool Manager/s Helen Flecknell & Karen Lucas, before the end of the cancellation period, noted in I.1.
- I.4 We may immediately end this contract if:
 - you have failed to pay your fees;
 - you have breached any of your obligations under this contract and you have not or cannot put right that breach within a reasonable period of time of us asking you to;
 - you behave unacceptably, as we will not tolerate any physical or verbal abuse towards staff;
 - your child's behaviour is unacceptable or endangers the safety and wellbeing of any of the other children at the Walkern Preschool;
 - or we take the decision to close Walkern Preschool. We will give you as much notice as possible of such a decision.
- I.5 You may immediately end this contract if:
 - we have breached any of our obligations under this contract and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention;
 - Or we suffer any event of insolvency.

2. CHILD IS TO CHANGE THE FREQUENCY OF SESSIONS AT WALKERN PRESCHOOL:

- 2.1 If you would like to amend the amount of sessions your child attends at the Walkern Preschool, please attempt to provide the Walkern Preschool x1 months (x4 weeks) prior notice.
- 2.2 You must inform us of your decision to amend the amount of sessions you child will be attending, and any relevant dates, by telling us this clearly in writing (e.g. a letter sent by post or email).
- 2.3 You should send this notice to Walkern Preschool (Address: High Street, Walkern, SG2 7NS or email: walkernpreschool@gmail.com) marked for the attention of the Preschool Manager/s Helen Flecknell & Karen Lucas, before the end of the notice period, noted in 2.1.