

## Notice of Termination



To withdraw your child from the Jo Jo's Day Care Nursery Limited we require written notice one calendar month ahead of the withdrawal date (i.e. if notice is given part way through a month you will be charged to the end of that month plus a clear calendar month).

If the required amount of notice is not given and you remove your child without notice, we have the right to charge for the month's nursery fee's.

During the last term before your child goes to School, you are unable to terminate your contract or change hours. We already have limited spaces for term time only children. If you want to withdraw your child before they go to School, then you would have to apply for term time only in Term 3 (Jan-Mar). Subject to availability.

Jo Jo's Day Care Nursery Limited reserves the right to terminate a child's place with immediate effect if a serious breach of these terms and conditions occurs, or if termination of a place is considered by Jo Jo's Day Care Nursery Limited to be in the best interests of the nursery and/or the continuing welfare of the other children at the nursery. Examples of this are a parent using foul language or being abusive to staff and serious breaches of the agreement would include a parent frequently arriving late at the nursery without prior notification, or regularly failing to pay fees.

**Date Monitored:** 10.10.22

**Name:** Jodine Grutzmacher

**Signature:**

**Review Date:** October 23



### **Termination of Childcare**

**Reference:**
**Termination of Childcare for:**

Dear \_\_\_\_\_

It has been a real privilege to care for \_\_\_\_\_. I have enjoyed watching \_\_\_\_\_ develop and progress during the time that \_\_\_\_\_ has been in my care and I hope that you feel that \_\_\_\_\_ time with me has been a positive experience. I would like to take this opportunity to wish you all the very best for the future.

As per our contract, I would like to confirm that the correct notice period has been observed and \_\_\_\_\_ last day in the setting will be \_\_\_\_\_.

To ensure that I am compliant with General Data Protection Regulations I would like to confirm what will happen to the data that I hold about your family after your child has left my setting.

I will pass on to you any documents about your child's learning and development on their last day with me. There are some documents that I am required to retain for legal, insurance or financial purposes.

Please see the below information for more details

<b>Document/Data Asset</b>	<b>Retention period</b>
Your Child's Learning and Development File (including learning journey, all about me book, tracker, progress reports etc)	This will be passed on to you on your child's last day at the setting
Crafts and Artwork	This will be passed on to you on your child's last day at the setting
Photographs	Photographs of your child will be passed to you in either printed format or emailed/placed on a flash drive when your child leaves the setting. Once your child has left the setting and the photographs have been passed to you, they will be deleted from mobile phones, digital cameras and computers. I may ask for permission to retain some photographs of your child for purposes such as remembering your child's time with us and demonstrating to future families some of the activities that we participate in. In this case, I will ask you to give permission via a photograph retention permission form. I confirm that any photographs that I do not have permission to retain, will be deleted or destroyed.
Medical and Health Records	I am required to retain this data until your child reaches 21 year and 3 months.
Accident, Incident and Illness Records	I am required to retain this data until your child reaches 21 year and 3 months.
Existing Injury Records	I am required to retain this data until your child reaches 21 year and 3 months.
Medication Administration Records	I am required to retain this data until your child reaches 21 year and 3 months.
Record of Concern	I am required to retain this data until your child reaches 21 year and 3 months.
Parental Consent and Permission Forms	I am required to retain this data until your child reaches 21 year and 3 months.
Attendance Records	I am required to retain this data until your child reaches 21 year and 3 months.
Contractual information	I am required to retain this data for financial purposes by HMRC for a period of 6 years
Invoices and Payment Records	I am required to retain this data for financial purposes by HMRC for a period of 6 years



**Tax Credits**

If you have claimed tax credits towards the cost of your child's childcare with me, it is your responsibility to inform them that your child's current childcare contract has ended. If/when you begin a new childcare contract at another setting, it is again your responsibility to contact Tax Credits to inform them of the changes and provide them with the new provider's details.

**Last Day Checklist**

Please confirm the following...

- You have been given your child's learning and development file along with crafts and artwork.
- You have been given photographs of your child either in paper format or by email/flash drive.
- If I have asked to retain any photographs of your child, you have signed a photograph retention permission form.
- You understand that I have a legal obligation to retain certain data about you or your child as detailed above.
- You acknowledge that it is your responsibility to inform Tax Credits that your childcare contract has come to an end.
- You have collected all of your child's belongings from the setting.

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Signature of Childcare Provider \_\_\_\_\_

Date \_\_\_\_\_

