

Termination of Care/Exit Form

Parents/Educators are required to give written notice of care terminating. The child/ren must use care in their last week. If a child does not come into care during this week of notice, then the parent will be required to pay full fee without CCS. Please contact the Co-ordination Unit for more information, if required.

This form is to be completed by parents who are transferring their children from one Educator to another or leaving Queanbeyan-Palerang Family Day Care.

Educator's Name:				
Parent's Name:				
Child's Name:		DOB:		
Last Day in Care:				
Is the child being moved to another FDC Educator?				
Is the child being moved to another childcare service?				
<i>If yes, please select whichever is applicable:</i>				
NSW Childcare Centre		ACT Childcare Centre		Other FDC Scheme
				Other

Reason for Leaving Care <i>(please select most relevant)</i>	
<input type="checkbox"/>	Leaving area/ change in family circumstances/employment
<input type="checkbox"/>	Financial Reasons
<input type="checkbox"/>	Child progressing to pre-school/school
<input type="checkbox"/>	Hours of care do not suit family needs
<input type="checkbox"/>	Dissatisfaction with quality of care <i>(please detail below)</i>
<input type="checkbox"/>	Other <i>(please detail below)</i>
Comments/Detail for above	
Parent Signature:	Date:

OFFICE USE ONLY	
Comments:	Signed: