



Policy: Termination of Enrolment

Policy:

Families are required to give two (2) weeks written notice if they are withdrawing their child from Stepping Stones Child Care Centre or decreasing their days of care.

The 2 week notice period will enable the Centre Director to fill the vacant place and therefore minimise any possible loss of income. This is one of the ways in which we can reduce our costs and maintain our affordable fees for the community.

All fees are to be paid at the time of cancellation of the place.

A place may be cancelled by the Proprietor if fees remain outstanding.

Source:

Finance Office
Stepping Stones Child Care Centre

Developed: September 2006
Last Reviewed: 15.05.2008
To be Reviewed: May 2009

Reviewed in consultation with staff and parent committee members, current at April 2008