

### 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	

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

<b>OFFICE USE ONLY</b>			
Comments:			Signed: