



MONTESSORI GARDEN NURSERY SCHOOL

Policies & Procedures

Change of Tenure Form

Parents please note, as per the Notice of Change of Tenure clause in our Terms and Conditions:

A minimum of one clear calendar month's notice is required in writing when changing tenure. All alterations of tenure will take place on the 1st of the month following the notification period. (i.e. notice given 1st of April would come into effect on the 1st of June).

The availability and/or timing of part-time placements could be subject to alterations by the setting. In the event that any part-time placing may be unacceptable, then the setting reserves the right to cancel the entire part-time place, subject to one month's notice.

Name of Child: _____

Date of Birth: _____

Current Tenure: _____ days per week

New Tenure Requested: _____ days per week

Date of Change: (must be 1st of month following one calendar month) ____ 1st _____

Parent name & signature: _____