

5.8 Termination Policy

At Buzzee Beez Preschool , we are committed to maintaining a safe, respectful, and nurturing environment for all children, families, and staff. To support the smooth operation of our setting, the following guidelines apply regarding changes to your child's attendance and termination of their place.

Parental Termination Obligations

Please note: **Four (4) weeks' written notice is required** if you intend to:

- Withdraw your child from the preschool.
- Change or reduce the number of sessions your child attends.

These sessions remain **payable in full** for the entire notice period, regardless of whether your child attends during this time.

Should your child be absent for **14 consecutive days without any contact** or explanation from you, we reserve the right to **withdraw your child's place** and offer it to another family.

Immediate Termination by the Preschool

In extreme cases, Buzzee Beez Preschool reserves the right to **terminate the contract with 24 hours' notice** if a parent or guardian:

- Displays abusive, aggressive, or threatening behaviour toward staff, children, or other families.
- Causes undue stress or disruption to the preschool environment.
- Fails to adhere to the preschool's policies in a way that compromises the safety or well-being of others.

We take the safety and well-being of all individuals in our care seriously, and such action will only be taken where it is deemed necessary to protect our staff, children, and the wider community.

This policy was adopted by	Buzzee Beez Preschool Ltd
Policy has been in place since	4/8/2018
Reviewed on	07/04/2025
Date to be reviewed	07/04/2026
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	Manager