



CONTRACT TERMINATION LETTER

Provider's name: TinyTots

Address: 67a, Fallowfield, Cambridge. CB4 1PE

Contact Number: 01223 39 5678

Date of writing: _____

Dear _____

I confirm that the last day of provision for _____ is
_____ (date) and the amount outstanding to be paid by _____
is _____.

All the below records will be handed to you on your last day;

- Progress checks
- Photographs
- Observations
- Assessments
- Planning
- Art work/crafts

All records relating to safeguarding and welfare requirements of the EYFS will be retained until your child is 21 years and 3 months old. To comply with the GDPR we have confirmed that there is a lawful basis for keeping this data.

Financial records relating to your child's attendance in the setting will be kept for 6 years for HMRC purposes and to comply with GDPR.

For funded care, we hold further information related to parents and your child on the local authority funding form. To comply with the GDPR we have confirmed that there is a lawful basis for keeping this data.

The above information will be held securely online or on paper and will be deleted/shredded when no longer required.

Wishing you all the best for the future.

Childminder signature _____ Date _____

Parent's signature _____ Date _____

Parent's signature _____ Date _____

On the child's last day please tick to confirm you have:

- Received your child's learning and development file
- Been handed photographs of your child displayed in the setting or signed to confirm you are happy for this information to be retained
- Informed tax credits that your child has left the setting (if applicable)
- Received any other items stored in the setting for your child including, for example, spare clothes, nappies, medication etc.

Childminder signature _____ Date _____

Parent's signature _____ Date _____

Parent's signature _____ Date _____