

Writing a contract termination letter - EYFS 2012

All childminders are advised to make sure that their terms and conditions give a clear time-scale for contract termination - normally 2 or 4 weeks in writing.

If you decide to terminate a contract - and it is not covered by immediate termination due to a serious breakdown in your relationship with the child or their family - then you would normally follow the details set out in your terms and conditions - unless a different timescale has been mutually agreed with parents.

It is not a legal requirement to write a termination letter or to ask for termination of contract in writing from parents - however it is very important that you do have this information if possible in case of query in the future. If parents are unhappy to sign, simply place a letter in your files and post a copy to the parents for their records.

Sample termination letter

Childminder's address -

Date -

Family details -

I confirm that the last day of Childminding for... (insert child's name)

With (insert childminder's name) is... (insert date)

Amount outstanding to be paid...

Please remember that if you claim the Childcare element of Tax Credits, it is your responsibility (and not mine) to contact the Tax Credits Helpline on 08453 003 900 and inform them that our contract has ended.

Thank you for allowing me to share your child's care. I wish you all the best for the future and hope to see you again soon!

Signature of Childminder

Date as above

Signature of parent

Date as above