



DISMISSAL POLICY

TERMINATION OF ENROLLMENT BY THE PARENT(S)

(Parents may terminate enrollment of their child at any time but the following restrictions apply.)

1. Parents must notify the director as soon as they know they will be unenrolling their child.
2. Registration fees will not be refunded. Tuition fees must be paid in full through date of withdrawal. Only advance tuition fees will be refunded.

TERMINATION OF ENROLLMENT BY THE SCHOOL

(The school will terminate the enrollment of a child due to any of the following causes.)

1. Failure to pay registration, tuition, or wrap around care fees.
2. Failure to submit the required enrollment and health forms.
3. Failure to observe the rules of Little Lambs Lutheran Preschool relating to the arrival and departure of the child.
4. If the child is unable to function within the framework of the program, consistently displays inappropriate behavior, or violates the "Three Strikes Policy".
5. Lack of parental cooperation.

"THREE STRIKES POLICY"

Little Lambs Lutheran Preschool along with St. Peter Lutheran Church wants to provide a safe learning environment for each student. To do so we follow a "Three Strikes Policy". If a parent and/or child is exhibiting behaviors that are not in line with the policies and practices of Little Lambs, or not following them, that will be counted as a strike. Three strikes within the current school year will result in the dismissal of the child.

Definition of a "strike"

- Harmful physical behavior toward another child such as biting, intentionally hitting a child, pulling hair, choking, intentionally pushing a child down to hurt them.
- A repeated disruptive and disrespectful attitude that does not respond to correction.
- A pattern of repeated discipline problems.
- Activity that is endangering themselves or others.
- Bringing in a child that has a contagious disease without waiting the required 24 hour period of being symptom free without the use of medication.

PROCESS FOLLOWED WHEN A STRIKE OCCURS

1. The staff member involved will document the incident and it will be put into the child's file. We will inform you (as a parent) that a "strike" has occurred and reserve the right to ask that you come and pick up your child and take him/her home.

2. The Director and staff involved will meet with the parents to discuss what parents and staff can do to help avoid strikes in the future.
3. If a child incurs three “strikes”, that child will automatically be dismissed from Little Lambs Lutheran Preschool.

SEVERE CASES

In severe cases where a child intentionally causes great harm or destruction, you will be asked to come and pick up your child and find an alternative preschool without being given another chance.

I agree to this Dismissal Policy for myself and my child.

CHILD’S NAME (PRINTED)

PARENT NAME (PRINTED)

PARENT SIGNATURE

DATE