

Child Termination Policy

Our policy is to provide the best care possible for all children entrusted to our center. In order to achieve this goal it is sometimes necessary to terminate a child from the program. Reasons for termination include, but are not limited to:

Parent's termination of child:

Parents may voluntarily terminate their children for any reason by giving a one-week written notice of such intent to the director. The childcare tuition must be paid in full prior to termination. There will be no refund of the registration fee, vacation days, or childcare fees.

Center termination:

A child can be terminated immediately at the director's discretion for any of the following reasons:

- The child's behavior poses a threat to themselves, other children, staff or parents by biting, kicking, hitting, spiting, throwing objects, or failing to stay within the boundaries.
- The child is unable or unwilling to follow the rules and regulations of the center or adapt reasonably to the daily program.
- Disruptive behavior or destructive behavior

Parents or guardians are uncooperative by failing to:

- Complete and return required forms by the due date
- Provide medical treatment and/or complying with state mandates.
- Pay required fees by the due date.
- Observe rules of arrival and departure and the parent handbook
- Cooperate with reasonable requests of the staff regarding the needs of your child.
- Consistent late pick up times

Parents who are disrespectful, threatening, intimidating to staff, other children or parents will be notified in writing of unacceptable behaviors. If the problem is not resolved, the parent/guardian will not be allowed on the premises or the child will be terminated.

The Director will determine the date for termination based upon the urgency of the problems. The reason for termination and termination date will be given to the parents in writing. No refunds will be given. If possible a 1-week notice will be given to parents.

Center is closing:

- Parents will be given at least 2 weeks notice if the center is closing for a non-emergency. (Floating holiday, low enrollment, Dec 24th, Dec 31st etc.)
- CLC reserves the right to close the center on any day where the enrollment for that day is lower than necessary to meet financial obligations. Children will be combined on low enrollment days to accommodate staffing.