



## TERMINATION OF ENROLLMENT

Rarely, if ever, is a child/family terminated from enrollment at Happy Tots. There are several scenarios that may impact continued enrollment:

**A) Tuition is consistently in arrears.** Our bookkeeper maintains a calendar record of payment and will notify parents if and when tuition is past due. Repeated attempts to collect tuition will result in requesting a family to seek alternate care.

**B) A child's consistent, recognizable behavior poses either a danger to himself or others or reveals a clear need for intervention.** If and when the Happy Tots staff begins to notice a pattern of behavior that is clearly contrary to his peers and could prove injurious and disruptive, we will inform parents and begin attempts to work with the family. The family may choose to involve outside help at this point to conduct developmental and/or psychological assessments. If an Individualized Education Plan is created for the child, the staff at Happy Tots will follow the Plan and meet the child's special needs, if possible, including accommodating visiting physical, occupational or speech therapists. If parents and Happy Tots are in disagreement regarding the best intervention for the child, we will refer the family to an alternate program that will better suit the child's needs.

**C) A family's resistance and/or refusal to abide by our operational policies which interrupt the daily operation of our Center.** Our policies and guidelines are clearly defined in both our Registration Packet and Parent Hand Book and are updated from time-to-time to reflect any changes in our operation. It is comforting to the children in our care to maintain an expected routine and have their needed supplies. This is also critical to the success of our day-to-day program. For example: Inconsistent drop-off and pick-up times, constant lack of extra clothing, outerwear, or other supplies, and lack of prompt attention to sickness. While we are certainly flexible and attempt to meet everyone's needs, if a pattern develops that is consistently disruptive to our overall program, we will refer the family to an alternate program that will better suit their needs.