

## A. Parent

If you decide to take your child out of the program for whatever reason, a 30 day written notice is required. You are responsible to pay your regular rate as specified in your contract whether or not you continue to bring your child in for the remaining 30 days.

## B. Provider

A child may be discharged from our program for the following reasons. (All attempts are made to have the child stay with us).

If tuition is not paid for the upcoming weeks care Little Tykes reserves the rights to pause care until payment is made.

Little Tykes reserves the right to terminate a childcare agreement at any time. (All attempts are made to have the child remain in the center).

We will give two weeks notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Reasons for the termination can include but are not limited to

- Violation of contract or policy and procedures by the parent
- Failure to complete the required forms
- Failure to pay fees in accordance with the contract
- Child Behavior
- Inability to meet the child's needs
- Lack of Parental Cooperation
- Physical or verbal abuse of any person or property

The center will avoid suspension and termination by contacting the parent or guardian by email to make them aware of the situation and offering a solution to the situation and a time frame.

The center will document the reason for suspension or termination with the supportive documentation sent to the parents.

The center will share with parents on supportive appropriate services.

If it is deemed necessary to terminate care the center will support the child and family in an appropriate manner keeping the child's best interest as a top priority.