



Withdrawal & Expulsion Policy

If for some unfortunate reason you decide to withdraw your child from our program, a notice of withdrawal intent is appreciated two weeks in advance. Proper notice will prevent additional tuition fees.

Children's Learning Center of Richmond Heights, Inc. reserves the right to expel a child for the following reasons (please note this is not an exhaustive list):

- Failure to pay tuition and fees
- Routinely late picking up your child (three times or more in a month period)
- Failure to complete and return required forms
- Failure to timely update records that expire (within 2 weeks)
- Failure of child to adjust to the center after a reasonable amount of time
- **Physical and/or verbal abuse by children or parents (Immediate Withdrawal)**
- **Threats of physical violence towards any person (Immediate Withdrawal)**
- **Disturbing the Peace**
- Destruction of CLC property or any person's property doing business with CLC
- Our inability to meet your child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

In cases of threats of physical violence, the child will be expelled from the center. Parents or representatives of parents exhibiting violent behavior must go before the Children's Learning Center Advisory Board to be considered for re-enrollment. If the Advisory Board approves re-enrollment of the child to the program, the person who exhibited violent/disturbing behavior **will not** be allowed access to CLC building or SBC property and will be prosecuted for trespassing.

Parent Signature: _____

Date: _____

Child's Name: _____

See Page 8 of the CLC Parent Handbook