

Admissions and Discharge Policy

Purpose: To insure that proper preparations are made prior to admittance into the program, thus insuring the welfare and safety of the child while in care.

Procedures:

Admissions:

No child shall be discriminated against because of his/her race, color, sex, age, handicap, or national origin.

Prior to admittance the following items must be completed:

- Completed application.
- Proof of current immunization and completed health records.
- Parent's must read the parent handbook and sign the parent agreement.
- Parents must have met with the director for an interview and a tour of the facility.
- Payment of first week tuition and enrollment fee.

Immunizations recommended by the State Health Department are required before enrollment may take place. For continuing enrollment, **ANY** changes in the following areas are required to be updated in the child's file: work or home phone numbers, address, emergency information, custody information and immunizations. It is the parent/guardian(s) responsibility to maintain all records and keep them current as immunizations occur.

If no openings exist, the child will be placed on the waiting list if requested and contacted when an opening arises.

Discharge Qualifications:

We reserve the right to discharge any child:

1. Who continually refuses to follow pre-established safety rules.
2. Whose parents disregard the pre-established payment schedules.
3. When the child or the person responsible for the child continually displays abusive behavior or bad language in the presence of other children.
4. Who continually destructs the property of another child or the property of the center. (Parents will be financially responsible for their child's willful destruction of property owned by Tender Loving Care Early Learning Center.)
5. Who fails to adjust to the routines set by the center.
6. Who continually inflicts physical injury to another child.
7. Whose parents continually fail to pick their child up on time.

Parents wishing to withdraw their child from the center are required to give a **minimum** of two (2) weeks written notice to the director. Parents who fail to provide a two (2) week written notice will be liable for two weeks of tuition. Children who are missing from the center for two (2) weeks without

notice, will be considered withdrawn without notice and the parents will be billed for two weeks of tuition. Children withdrawn from the center must pay the registration fee upon re-enrollment.