

## **Withdrawal Policy**

### **March 2022**

In the event a family wishes to withdraw their child from the preschool, 30 days notice is required. The withdrawal must be communicated to the board and the teachers as soon as possible so that duty schedules and class lists may be adjusted. All duties must be completed up to the point of withdrawal. Trading of duties or completing alternate duties may be arranged in order to fulfill duty commitments, with the approval of the Scheduling Chair.

In the event that a child is withdrawn during the last two months of the school year, regardless of whether or not notice has been given, no refund in tuition fees shall be made unless the child can be replaced immediately.

Upon withdrawal the family forfeits their ability to receive early registration for the following year.

In the event a family withdraws their child from the preschool, but then later decides to register again, they must follow the same registration process and the same enrollment fees will apply.