



Termination Policy

There are three different types of terminations to consider in this policy: Parent termination, mutual decision between Center and parent, and finally, center termination.

Parent Termination

- Parents/Guardians notify TenderCare when they are no longer continuing in the program.
- A two-week notice from parent/guardian is required for termination. (see page 6)
- Any unused advance fees will be refunded to the parent/guardian.

Mutual Decision between Center and Parent

- If a child is unable to function in a group setting, a teacher, the Site Director, and parent/guardian will schedule a have conference to discuss all options.
- A two-week notice from parent/guardian is required for termination whenever possible. (see page 6)
- If it is mutually agreed to end services, any unused advance fees will be refunded to the parent/guardian.

Center Termination

TenderCare reserves the right to dismiss a child. The list below is not inclusive.

- When a parent/guardian is abusive, threatening toward TenderCare Staff, children enrolled or other parents/guardians.
- When the child's individual needs cannot be met.
- When the child's behavior disrupts the safe functioning of the group.
- When parents fail to meet requirements on parent obligation form.
- When parents fail to pay fees.
- When parents fail to complete health forms, enrollment forms, immunization records, and, if applicable, intake forms for children under the age of two.
- When parents fail to observe the rules relating to arrival and departure.
- When parents fail to notify the Site Director of absence of one week.
- A month's notice from parent/guardian is required for termination.