



Growing in GRACE II
License Number C05HE0131
2987 Commercial Way Spring Hill FL 34606
P: 352-515-5612 F: 352-515-5615

Amanda Wagoner, Director—Kati Koelpin, Director Apprentice

Exclusion Policy

Reasons for immediate exclusion:

- The child appears ill, overtired, or unable to participate in the daily program
- Parent uses profane language in the presence of any child
- Inappropriate and/or aggressive behavior from child or parent towards the staff, another parent, or other children. (Included, but not limited to hitting, kicking, biting (for children over the age of 2), throwing any object or damaging preschool property)
- Child is not developmentally ready for the preschool curriculum or routine
- Non-payment or late payment fees (preschool will assess late fees of 10% on Thursday of each week). Parents are responsible for making contact with preschool to set up payment arrangement, but preschool will make contact for payment if two weeks of non-payment have passed
- Parent(s) do not observe the policies outline by the parent handbook
- Late pick up of your child more the 3 times
- Failure to fill out or return any state mandatory forms, such as immunization and physical records
- More than 15 unexcused absents within a given month

Failure to comply to these regulations will result in

1st offence: A phone call home will be made and an exclusion report will be written

2nd offence: An exclusion report will be written and signed by all parties, children will be sent home and a parent-teacher-administration meeting will be set to create a prevention plan

3rd Offence: An exclusion report will be written, the child will be sent home and ask not to return until a parent-teacher-administration meeting is sent and a solution is found that satisfies all parties (this could include, but not limited to referral to outside agency)

4th Offence: Exclusion report will be written and assessed by administration for appropriate course of action

Procedure for Temporary Exclusion:

- Parent will be asked to take an ill child from the preschool immediately if present or within one hour of notification if not present
- Director will inform parents verbally or in writing concerning the reason for exclusion, the date exclusion will begin and the conditions necessary for the child to return to preschool

There will be no adjustment to in tuition if child is temporarily excluded from preschool.

Growing in GRACE II holds to right to make the determination for permanent exclusion if any of the above policies are not being met.



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Procedure for permanent exclusion:

Director will inform parents both verbally and in writing concerning the reasons for exclusion and the date exclusion will begin. The director will notify the school board as soon as possible.

Parents may contact the school board in writing within one week. Parents will be notified of the school board's decision within two weeks.

Child's Name _____

Signature of Parents/Guardian _____

Date _____

Signature of Director _____

Date _____