

## Student Withdrawal Procedure

1. Teachers consult with the Director about the problem at hand, if there is one.
2. The Director will dialogue with Ms. Bubli.
3. If dismissal is imminent, there must be significant documentation and communication by the teachers to the parents. The Director is consulted throughout this time frame. The Director will keep Ms. Bubli updated.
4. Upon the approval of the Director the lead teacher will set up an appointment to meet with the parent and the Director.
5. The withdrawal form is filled out with the parents at the meeting. Everyone at the meeting must sign off on the form and date it.
6. After the form is completed in full, it is given to Ms. Bubli and she will determine the family's commitment.
7. Lastly, the withdrawal form is given to the Financial Coordinator who will input all the information on the school program.

The same procedure will be followed if there is an unexpected voluntary withdrawal by the parents (for no apparent reason). The Director, parent and lead teacher must meet for an exit interview where the student withdrawal form is filled out and signed by the parent before the enrollment is terminated.