

# **Allen-Detweiler Nursery School**

## **Withdrawal and Schedule Change Policy**

At Allen-Detweiler Nursery School, we value the close-knit community we build with our families. Consistent enrollment allows us to maintain appropriate staffing, plan classroom experiences thoughtfully and provide stability for all children in our care.

If your family needs change, we kindly ask for the following

### **1. One Months' Written Notice**

We require a minimum of one (1) months' written notice if you plan to:

- Withdraw your child from Nursery School
- or
- Reduce your child's schedule by one or more enrolled days.

### **2. How to Provide Notice**

Notice must be submitted in writing by email or a signed letter to the Nursery School Director. This helps ensure clear communication and proper planning.

### **3. Fees During Notice Period**

Fees for your child's current schedule remain due throughout the one-month notice period, regardless of attendance. This allows us time to adjust staffing and offer the space to another family.

### **4. Special Circumstances**

We understand that unexpected situations can arise. If your family is facing unusual circumstances, please speak with the Director. Any adjustments to this policy must be approved in writing.

We truly appreciate your partnership, communication, and support in helping us maintain a stable and nurturing environment for all children.

**Parent/Guardian Acknowledgement**

I/we acknowledge that I/we have read and understand the Withdrawal & Schedule Change Policy. I/we agree to provide one (1) months' written notice if withdrawing my/our child or reducing enrolled days and understand that fees remain due during the notice period.

**Child's Name:**

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**Parent/Guardian Name:**

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**Parent/Guardian Signature:**

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**Date:**

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