



## Withdrawal Policy

Parents wishing to withdraw their child from Waterloo Co-operative Preschool must give one calendar month's notice and agree to pay for one full calendar month following the submission of the withdrawal form. Please note that no partial month's fees will be reimbursed for withdrawing before the end of the month. (Example: if you wish to have an end date of December 10, written notice must be given prior to October 31, or the full December's tuition will be charged.) Notice of withdrawal may be given by filling in the Withdrawal form, found here - <https://forms.gle/8Kih998AWkvpNrRn7>. If proper notice is given, the last month's tuition will be covered by the last month's deposit paid upon registration. If notice is not given, the last month's tuition deposit will be forfeited and not returned.

Tuition reimbursements will not be given for withdrawals after April 30.

Families who register prior to July 31 and decide not to start at the beginning of the school year in September must provide notice prior to July 31 at which time any payment (excluding the non-refundable membership fee) will be returned. Withdrawal in this instance may only be done by email to the Administrator and Membership Coordinator ([waterloopreschool.register@gmail.com](mailto:waterloopreschool.register@gmail.com)). One month's tuition will be charged for notice given after July 31.

If 30 days have passed since a child has last attended the school and written notice of withdrawal has not been provided by the member, the membership of the member shall be deemed to have terminated. If the child returns to the school before the end of the membership year, then membership can be reinstated for the remainder of that year without the payment of a membership fee, if approved by the Board of Directors.

Members will be asked to withdraw if:

- 1) They repeatedly fail to participate in the program as required.
- 2) They fail to pay their fees.
- 3) It may be recommended that a child withdraw from the preschool or change classes if the use of outside resources have been utilized but the child has not adjusted to the program. This is left to the discretion of the educators, in communication with the parents.

Membership and registration is non-transferable. If a family withdraws their child from the Preschool, membership for the rest of the school year may not be sold or transferred to another individual (notwithstanding siblings as the Membership fee applies to the family, not individual children).

Committee and yard cleanup obligations must be met upon withdrawal. If the obligations have not been met, reasonable attempts will be made to provide the family with an alternative duty in order to fulfill the obligation. If all reasonable attempts were made, and the obligations were still not met, a fee will be withdrawn from the pre-authorized payment account, as indicated in the registration package and Fee Payment Policy. Families who did not meet their obligation will be notified prior to the fee

being charged.

### **Families using Subsidy**

Subsidized families are to provide 2 weeks notice for withdrawal as per our Service Contract with the Region of Waterloo. Notice is to be provided via the Withdrawal form posted on our website, in monthly Newsletters, and mentioned above.

As per our Service Contract, withdrawal without notice occurs when a child:

- (a) Stops attending and the Parent does not provide notice to the program; or
- (b) The Child does not start on the approved start date and the Parent does not provide notice to the program.

Subsidized families are not charged any extra fees for unmet volunteer obligations.

*Revised: February 29, 2024 by Britney Stewart (Administrator)  
Approved By: Meghan Burns Dolson (Operations Officer) on February 29, 2024  
Seconded By: Taylor Marskell (Communications Officer) on March 5, 2024*