

FAMILY GRIEVANCE AND DISMISSAL POLICY

Little Scholars Academy (LSA) administration and staff are committed to maintaining an open door, open-forum approach to problem solving and conflict resolution. If a family has a concern regarding school policy or a matter concerning their child the matter should be first brought to the attention of the class teacher. If a family has a concern regarding the behavior of a teacher, the concern should be discussed with the director. If a family has a concern regarding the behavior of the director, they should speak directly to the director. If they feel their concerns still have not adequately been addressed, they should present their grievance in writing to the Board of Directors % the Director/Principal. A board member will respond in writing to the parents and schedule a meeting if necessary.

LSA reserves the right to withdraw a child or family from the center if it is decided that the relationship between the center, child and parent or guardian is not mutually beneficial. The most important factor is assuring the child is in an environment that best meets his/her needs. LSA is a unique, transitional setting which may not meet every child's needs. A two week written notice will be given to the parent or guardian should the center decide to exercise this right to withdraw a child or family. In extreme situations, the immediate removal of a child or family from the Center may be necessary. Reasons may include health and safety issues for the child or for the larger group of children or employees.

Reasons for Dismissal:

- Child or parents needs cannot be met by the center.
- Child appears to be a danger to himself, other children or staff, and behavioral issues cannot be resolved through a support process:
 - a. Documented concerns*
 - b. Meeting with child's parents/guardians to develop a behavioral plan*
 - c. Follow through with action plan which may include bringing in an outside specialist*
 - d. Follow up meeting to discuss child's progress and subsequent actions*
 - e. Continued enrollment or dismissal*
- Child engages in continuous destruction of school or children's property and family refuses to compensate/replace.
- Nonpayment or habitual late payment of fees
- A family owing tuition at the end of the school year or term may not re-enroll their child until the balance due has been paid. A tuition hold may be placed on student parent records
- Not completing and returning required enrollment forms promptly, including physical/medical information, emergency information, employment status, etc.

- Physical or verbal abuse or intimidation of staff or children.
- Habitual late pick-ups
- Habitual failure to attend school meetings, consultations or respond to electronic/written messages concerning your child.

Little Scholars Academy Board members:

Mr. Ronaldo Small (Ret) Senior Superintendent of Works National Works Agency

Ms. Jade Hollis Attorney-at-Law

Mrs. Kerry-Ann Cadogan-Sanchez MD Fort Lauderdale Florida

Mrs. Tahalia Sherwood Business Owner, Director Provantage Express TCI

Mrs. Tamika Clough CEO Executive Housekeeping & Laundry, Director/Principal Little Scholars Academy