

**Termination of Enrolment Policy**

The Nominated Supervisor may terminate a child's enrolment if:

- a child's safety or the safety and wellbeing of other children and staff is, or is likely to be, compromised
- a child's family consistently refuses to comply with service policies and procedures including:
  - Fees Policy requiring all fees be paid on time and children collected before centre closes
  - Code of Conduct in the Educator and Management Policy which requires families always interact with staff in a respectful, non-threatening way
  - Additional Needs Policy and Behaviour Policy requiring families work with educators to provide the best possible support for their child and ensure the child's actions or needs do not adversely affect the learning environment for other children.

The Nominated Supervisor will advise a family in writing if their child's enrolment will be terminated, the reason why, any money owed or owing, and the effective date of termination (at least 2 weeks in advance unless there is a safety issue).

Do you have any feedback or comments about this policy? Please include below.

Educator's Name	Educator's Signature