



**Snake River Montessori School**  
nurturing potential

Preschool Kindergarten Elementary  
2970 E. 1<sup>st</sup> Street Ammon, ID 83406 (208) 524-4730

POL -07 Rev. 03

## **Termination of Enrollment**

### **Purpose**

The purpose of this policy is to describe the process for terminating the school enrollment contract .

### **Responsibility**

Administrative Staff, Board of Directors

### **Description**

To provide a framework for termination of a student's enrollment based on the following criteria.

1. Parental failure to abide by the school-family contract.
2. Inability of the student to function in the Montessori classroom setting.
3. Parental non-compliance with submittal of immunization/exemption report.
4. Overdue tuition.
5. A decision of the SRMS board.

### **Approval**

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*Kari Lasco-Sanders*  
*President of the SRMS Board*

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*Barbara Turner*  
*Secretary of the SRMS Board*

Date Approved: 3-11-2015  
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Review Date: March 2024  
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## **Termination of Enrollment Procedure**

The following criterion sets the framework for termination of enrollment of a student. If a family meets any of the criteria listed below the Head of School will provide written notification to the parent/guardian of the school's intent to terminate enrollment of the student seven (7) business days after parental receipt of the letter. Termination will be in effect on the seventh day following the receipt of the letter unless there is an appeal.

### **Reasons for Termination**

#### **Student's inability to function in the Montessori Classroom**

- Student displays consistent inability to function in a Montessori Environment : (to include but not limited to the following)
  - a) Fails to perform within the behavioral and academic expectations of the classroom.
  - b) Discipline issues.

#### **Immunization/Exemption Report**

- The parent or guardian of the student does not submit the child's current immunization/exemption report as requested by the School and / or they fail to address identified gaps in the student's immunizations to the satisfaction of the School.

#### **Overdue Tuition**

- If parents/guardians are at least thirty (30) days delinquent on their tuition payment schedule and have not made special arrangements with the Head of School.

#### **Decision of the SRMS Board**

- The Head of School requests the SRMS board vote on the termination of enrollment of a student or students. This can happen when:
  - A violation of the discipline policy results in a recommendation for termination,
  - A consistent, documented lack of parental / guardian involvement in the student's education,
  - A recommendation for termination is received from the Head of School.



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### **Failure to fulfill terms of the School-Family Contract**

- Violation of mutual respect expectation
- Parents or guardians fail to meet the contractual agreement to provide service hours to the School. (Option 1 of School-Family Contract)
- Parents or guardians fail to pay for opting out of the service hours to the School (Option 2 of School-Family Contract)

### **Process**

A family's contract with the school may be terminated for any of the above-mentioned reasons. The Head of School may issue a written notification of intent to terminate enrollment at his/her discretion. The letter will be documented and maintained at the school. Termination will be in effect on the seventh day following the receipt of the letter. The family will be refunded for the remainder of the time for which they have paid which extends past the child's last day at the school.

If the family receiving the notification has a dispute with the notification, they shall have the time within the seven (7) day notice period to engage the process set forth in the Conflict Resolution Policy. During, the seven (7) day timeframe for termination shall be suspended until the Conflict Resolution Process has been completed.