



Withdrawal & Enrollment Termination Policy

This policy outlines the procedures, financial responsibilities, and conditions governing withdrawal or termination of enrollment from Curie Preschool programs. This policy should be read together with the Enrollment Agreement, Parent & Family Handbook, and Tuition & Fee Schedule.

PRESCHOOL PROGRAM WITHDRAWAL POLICY

Parent(s)/Guardian(s) agree that if they decide to withdraw their child from the Preschool Program, the following policies shall apply:

1. Parent(s)/Guardian(s) must provide a minimum of **30 calendar days' written notice** before withdrawing a child from the program.
2. Tuition remains due during the required notice period regardless of attendance.
3. Refunds apply only to prepaid tuition for future attendance periods that have not yet been used.
4. Registration Fees and Materials Fees are **non-refundable**.
5. **Tuition is not prorated, refunded, credited, or reduced for:**
Student absences, Family vacations; Holidays; Winter Break; Inclement weather closures; Emergency closures; Temporary exclusions due to illness; and School closures required by public health or government authorities
6. The **Enrollment Security Deposit** is governed by the Enrollment Agreement. Subject to the terms of the Enrollment Agreement, the deposit may be applied toward the student's final two weeks of tuition. Failure to comply with the terms of the Enrollment Agreement, including failure to provide the required written withdrawal notice or failure to satisfy outstanding financial obligations, may result in forfeiture of all or part of the Enrollment Security Deposit.

SUMMER CAMP WITHDRAWAL POLICY

Parent(s)/Guardian(s) agree that if they decide to withdraw their child from the Summer Camp Program, the following policies shall apply:

1. Parent(s)/Guardian(s) must provide a minimum of **30 calendar days' written notice** before withdrawing from the Summer Camp Program.
2. Refunds apply only to prepaid tuition for future unused camp weeks.
3. Summer Camp Registration Fees and Materials Fees are **non-refundable**.
4. Tuition is not refunded or credited for absences, vacations, illnesses, holidays, emergency closures, or weather-related closures.



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SCHOOL TERMINATION RIGHTS

Curie Preschool reserves the right to terminate enrollment when it determines such action is in the best interest of the child, other students, staff, or the school community.

Reasons for termination may include, but are not limited to:

Nonpayment of tuition or fees; Repeated late pick-up; Failure to comply with school policies or the Enrollment Agreement; Failure to maintain required health or immunization documentation; Failure to cooperate with school staff or administration; Unsafe, disruptive; aggressive, or inappropriate behavior; and Situations in which the program cannot reasonably meet the child's educational, developmental, behavioral, medical, or safety needs within available staffing and available resources

PARENT/GUARDIAN ACKNOWLEDGMENT

I/We acknowledge that I/we have read, understood, and agree to comply with the Curie Preschool Withdrawal & Enrollment Termination Policy.

I/We understand that this policy should be read together with the Enrollment Agreement, Parent & Family Handbook, and Tuition & Fee Schedule.

STUDENT INFORMATION

Child's Name: _____

Program/Class: _____

Location: ☐ Herndon ☐ South Riding

PARENT/GUARDIAN SIGNATURES

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Last Updated: July 2026