

Withdrawal & Dismissal Policy (2.5)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The Withdrawal & Dismissal Policy outlines the procedures and conditions under which a student may be voluntarily withdrawn or administratively dismissed from Good Days Adolescent Special Needs Center. The goal of this policy is to ensure fairness, transparency, and respect for all parties while maintaining the safety and integrity of the program.

Section 1: Voluntary Withdrawal

Families may choose to withdraw their student from the program at any time. Written notice of intent to withdraw must be provided to the Director at least two weeks prior to the student's final day of attendance whenever possible.

- **Notification** – Parents/guardians must submit a written notice stating the reason and effective date of withdrawal.
- **Exit Meeting** – The Director will schedule an exit meeting to discuss transition planning, outstanding balances, and next steps.
- **Refunds or Balances** – Tuition refunds, if applicable, will be processed in accordance with the Center's tuition agreement.

Section 2: Administrative Withdrawal

Administrative withdrawal may occur when a student is unable to continue participation due to extended absences, nonpayment of tuition, or other administrative circumstances. This decision will be made by the Director in consultation with the President/Owner.

- **Extended Absence** – Students absent for more than ten (10) consecutive business days without communication may be administratively withdrawn.
- **Nonpayment** – Failure to maintain tuition payments in accordance with the signed agreement may result in withdrawal after written notice.
- **Program Compatibility** – If the student's needs exceed the scope of services provided, the Center may recommend an alternative placement in collaboration with the family.

Section 3: Dismissal

Good Days Adolescent Special Needs Center reserves the right to dismiss a student when necessary to maintain a safe, respectful, and therapeutic environment for all. Dismissal is considered a last resort after all appropriate interventions and supports have been attempted.

Grounds for dismissal may include:

- Repeated or severe behavioral incidents posing a safety risk to self or others

- Consistent violation of program policies or behavioral expectations
- Possession or use of prohibited substances or materials
- Threatening, abusive, or harmful conduct toward staff, students, or property
- Chronic noncompliance with program participation or cooperation requirements

Section 4: Notification & Documentation

In all withdrawal or dismissal cases, families will receive written notice detailing the reason, effective date, and any recommendations for follow-up or re-enrollment. Copies of related documentation will be maintained in the student's file for record-keeping and compliance purposes.

Section 5: Re-Enrollment Eligibility

Students who have been withdrawn or dismissed may be eligible to reapply for enrollment after a review period. Re-enrollment is contingent upon demonstration of readiness to meet program expectations and the availability of space and resources.

Section 6: Appeals

Families who disagree with a dismissal decision may submit a written appeal to the President/Owner within five (5) business days of notification. The appeal will be reviewed, and a written decision will be provided within ten (10) business days. The decision of the President/Owner is final.

Section 7: Acknowledgment

All families must review and acknowledge this policy during the intake process. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026