

CENTRAL LUTHERAN PRESCHOOL & ESC GRIEVANCE POLICY

During the course of a child's attendance at Central Lutheran Preschool & Extended School Care, there may arise a concern that a parent feels should be corrected. Both parents and teachers will be bound by clear scriptural policy. All parents are requested to discuss the concern with the respective teacher as a first means in resolving the difficulty. Please feel free to request a meeting time with the teacher. It will be scheduled within one week of your request. We prefer to discuss concerns in the absence of children. This allows all parties to speak openly and honestly.

If a solution is not reached in this way, the parents may then, with the teacher, further discuss their concern with the early childhood director. This appointment will be made within one week of the director receiving the parent's request. Either the teacher, or the parent(s) may request this meeting.

If an agreeable solution is not reached in this way, the parents may then meet with the classroom teacher, the early childhood director, and the school principal. This meeting will occur within a week from the time that the principal receives such request.

If the situation is still unresolved, the parents may request to meet with all interested parties, at the next scheduled school board meeting.

Each of these meeting will be documented with concerns, dates, and possible solutions discussed. It is required that the teacher/staff involved be present at the discussions.

In order that the parent(s) and staff work together as a coordinated team in the child's best interest, parents should consider an active interest and involvement in P.T.& F.A. meetings, conferences, and activities as both opportunity and responsibility.

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