

GRIEVANCE POLICY

If the grievance between parent/guardian or a teacher or director should arise the following grievance procedure shall apply:

1. The parent/guardian will meet with the teacher to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will discuss the attempts to resolve the grievance with the teacher in a meeting with the director of the preschool.
3. If needed, a meeting with the parent, teacher and director will take place.
4. The grievance should be brought to the teacher's attention as soon as possible, but within one week of the problem.
5. The director should be notified within one week of an attempt to resolve the grievance with the teacher.
6. If the grievance is not resolved after discussing the grievance with the teacher and the director, the Parish Administrator or Pastor will meet with the parent.