

Expulsion Policy

- Staff will document instances of challenging behaviors in Children's Journals (notebooks for daily notes from educators) as they become excessive. Examples of such behaviors include significant aggression towards peers or teachers and self-harm. These observations, accompanied by relevant teaching strategies, will be submitted for review and collaboration with the Director-Supervisor
- Repeated documentation and reports of persistent challenging behaviors will necessitate a meeting involving the staff member and the parent(s) during conferences, or through scheduled meetings or phone conversations.
- During the initial meeting, concerns will be clearly defined, and goals will be established in collaboration with the parents to address and resolve the child's undesirable behaviors. Referral information will be shared if applicable.
- Staff will implement the goals agreed upon during the collaborative meeting.
- A follow-up meeting will occur one to two weeks later to assess the progress of the behavior plan or referral process. We will clarify whether the family has accepted a referral, review documentation and incidents, and discuss next steps. **If the child's behavior poses a risk to peers or educators during this process, we will contact the parents to arrange for the child's pickup.**
- If we do not have a service provider, we will explore available outside resources and programs at this time. Conversely, if we do have a service provider, we will establish acceptable timelines and goals with their assistance.
- After a designated period, as established in the second meeting, we will reassess the effectiveness of the outside services and the reduction of undesirable behaviors. If all efforts have been made and there is insufficient progress, the family may be recommended to seek alternative providers.
- In most cases, parents will receive a two-week notice to assist in securing alternate childcare arrangements. However, in instances of excessive behaviors, this notice may be shortened.

Meetings will be conducted in person, via Zoom, or through phone calls to facilitate discussions concerning these matters.

We appreciate you collaborating with us