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Williamstown NJ 08094
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Date: _____

Name of Child _____

Signature of Parent _____

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program, either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center.

Parental Actions for a Child's Expulsion

- Failure of parent to pay or habitual lateness in payments.
- Failure to complete required forms or providing copy of child's immunization records.
- Habitual tardiness in picking up child.
- Physical or verbal abuse or inappropriate behavior or language with staff or children.
- Failure to obtain or follow up on recommendations for professional intervention for child.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums or angry outbursts. Excessive biting.
- Ongoing physical or verbal abuse or inappropriate behavior or language with staff or children.
- Behavior or learning disabilities which require professional intervention not provided at the center.

Proactive Actions That Will Be Taken In Order To Prevent Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, and supervision.
- Staff will use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will apply consequences for behavior consistently.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Child will be given verbal warnings.
- A brief time-out may be given, if appropriate to age, so child can gain control.
- Child may lose some special classroom privileges if appropriate to age.
- Staff will verbally describe to parent or send home notes describing behaviors in detail.
- Literature regarding behavior will be offered to parent if available.
- Parent conference will be required, if judged to be necessary, by teacher or director.
- Written parent and/or center action plan may be developed.
- Parent may be required to schedule an evaluation by a professional or local school child study team.
- Parent may be required to immediately pick up child if staff cannot handle child's behavior.

EXPULSION POLICY continued

Schedule of Expulsion

If after remedial actions as described above have not worked, the child's parent/guardian will be advised verbally and/or in writing about the child's or parent's behavior warranting expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the center.

The parent/guardian will be informed regarding:

- a. The length of the expulsion period.
- b. Expected behavioral changes required in order for the child to return to the center.
- c. A specific expulsion date that allows the parent a reasonable amount of time to seek alternate child care will be given if possible, (approximately one to two weeks), depending on the safety of other children or severity of the problem with the child or parent, as judged by center director.
- d. Failure of the child/parent to satisfy the terms discussed and/or the severity of the problem as judged by the center director may result in permanent expulsion from the center.

Reasons For Which A Child Will Not Be Expelled

If Child's Parent(s)

Made a legitimate complaint to the Office of Licensing regarding the center's alleged violation(s) of licensing requirements.

Made a legitimate report of abuse or neglect occurring at the center.

Questioned the center's policies and/or procedures.

Without giving the parent sufficient time to make other child care arrangements.