

**CHARLIE BROWN PRESCHOOL AND CHILD CARE CENTERS
POLICIES AND PROCEDURES**

Subject: Discontinuing Services/
Discharge of a Child

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The philosophy of Charlie Brown Community Day Care Centers is to provide services to all children that insure the safety, physical, emotional, social, and intellectual development as the priorities and major benefits. This policy includes voluntary & involuntary discharge of children receiving Supported Community Living (SCL) services through Medicaid.

Every child may experience some misbehavior on occasion and many misbehaviors can be corrected by redirection from the staff. (Refer to Child Guidance Policy)

If the misbehavior of a child jeopardizes any of the priority developments of other children at the center or if the misbehaviors violate the physical or emotional safety of the staff, actions may be taken because of unnecessary subjection of certain verbal and physical abuses.

Verbal abuses may include habitual use inappropriate language, swearing, degrading or slanderous remarks, and defiance of corrective directions from the staff.

Physical abuse may include any destructive treatment of the centers furnishings or equipment.

In the event of discharge, Charlie Brown can provide a list of Home Providers through the Child and Adult Care Food Program (CACFP) as a referral. This list specifies providers who provide care on nights, weekends, and to special needs children.

All parents will receive a copy of this policy and contract in the parent packet.

The parent will be contacted if their child's behavior has been inappropriate in the areas described above. The parent will be asked to sign a contract to help correct an inappropriate behavior pattern. The terms of the contract are: (see form)

1. **First offense:** An incident report will be written by the staff and the parent may be called. The parent will need to sign the report. The report will be placed in the child's file.
2. **Second offense:** The parent will be notified at work and a conference will be held. An incident report will again be written and signed by the parent.
3. **Third offense:** The parent will be called at work and the child will need to be picked up immediately and another conference will be held with the parent. An incident report will be written and signed by the parent and child care services will be suspended for one week.
4. **Fourth offense:** The parent will be called at work and the child will be picked up immediately. Child care services will be discontinued.

The four incidents must occur within a 6 month interval.

Charlie Brown realizes that a center setting is not beneficial for every child. Charlie Brown may exercise the right to offer care at a different location or at one of the day care homes sponsored by the Charlie Brown Food Program.

Charlie Brown Community Day Care Center
Behavior Plan
(6 month Interval)

First Offense:

1. Written Incident Report

Parent Signature

Staff Signature

Date

Second Offense:

1. Verbal report to parent at work
2. Conference on the day of the incident
3. Written Incident Report

Parent Signature

Staff Signature

Date

Third Offense:

1. Verbal report to parent at work
2. Child must be picked up and a conference held
3. Written incident report
4. One week of suspension of services

Parent Signature

Staff Signature

Date

Fourth Offense:

1. Verbal report to parent at work
2. Child will be picked up immediately
3. Written incident report
4. Services are discontinued

Parent Signature

Staff Signature

Date

I understand the contract terms for my child's behavior.

Parent Signature

Date

CHARLIE BROWN PRESCHOOL AND CHILDCARE

PREVENTION OF PERSONAL INJURY POLICY

DISCONTINUING SERVICES POLICY

I have received, read, and understand the Prevention of Personal Injury Policy and the Discontinuing Services Policy. Staff have permission to initiate technique to insure the prevention of personal injury.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

FAILURE TO GIVE THIS CONSENT WILL RESULT IN REFUSAL OF SERVICES.

_____my child receives SCL services through Medicaid.

Child's Name