



## **POLICIES AND PROCEDURES**

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### **POLICY: *DISCONTINUING SERVICES***

Original Date of Policy: November 15, 1995

Reviewed/Revised Date: April 13, 2010

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Charlie Brown Preschool & Child Care Center's provide services to all children that insure the safety, physical, emotional, social, and intellectual development as the priorities and major benefits.

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 or children, actions may be taken because of unnecessary subjection of certain verbal and physical abuses.

Verbal abuses may include habitual use inappropriate language, swearing, cursing, 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.

Charlie Brown reserves the right to discontinue services immediately to any child at any time the safety of the child, staff, or other children attending the center is jeopardized. Particularly, a child trying to escape or escaping the center, a child escaping the group when away from the center, a child making disturbing and threatening remarks to other children or staff, a child being extremely violent towards other children or staff.

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.

Discontinuation of Services applies to all three locations.