

DREAM ACKNOWLEDGEMENT OF GUIDANCE & DISCIPLINE/REMOVAL POLICY

Unfortunately, at times there are reasons we have to ask that a child be removed from the center either on a short term or permanent basis. We assure you that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

When a child disrupts the learning environment, our Staff will try to redirect the child from negative behavior. Our Staff will reassess the classroom environment, appropriate activities, and supervision. We will always use positive methods while disciplining children as well as praise appropriate behaviors. An emergency removal of a child is considered necessary if it is determined that the child is an endangerment to self, the Staff, and/or other children and/or if the child is a habitual disruption to the learning environment.

WHEN A CHILD IS HAVING AN ISSUE IN THE CLASSROOM

- ☐ Staff will try to redirect child from negative behavior.
- ☐ Staff will reassess classroom environment, appropriate activities, supervision.
- ☐ Staff will always use positive methods and language while disciplining children.
- ☐ Staff will praise appropriate behaviors.
- ☐ Staff will consistently apply consequences for rules.
- ☐ Child will be given verbal warnings.
- ☐ Child will be given time to regain control.
- ☐ Child's disruptive behavior will be documented and maintained in confidentiality.
- ☐ Parent/guardian will be notified verbally.
- ☐ Parent/guardian will be given written copies of the disruptive behaviors that might lead to removal.
- ☐ Administration, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- ☐ The parent will be given literature or other resources regarding methods of improving behavior.
- ☐ Recommendation of evaluation by professional consultation.
- ☐ Recommendation of alternative care for the child if the current learning environment is not conducive to the child's needs.

SCHEDULE OF REMOVAL

- ☐ If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting removal. Removal is defined as a period of time that the parent/guardian may work on the child's behavior or to come to an agreement with our center.
- ☐ The parent/guardian will be informed regarding the length of the removal period.
- ☐ The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

PARENTAL ACTIONS FOR CHILD'S REMOVAL

- ☐ Failure to pay/habitual lateness in payment.
- ☐ Failure to pick child up on time/habitual lateness/failure to pay late pickup fees.
- ☐ Failure to complete required forms including the child's immunization records.
- ☐ Verbal abuse to staff.
- ☐ Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR REMOVAL

- ☐ Failure of child to adjust after a reasonable amount of time.
- ☐ Uncontrollable tantrums/angry outbursts.
- ☐ Ongoing physical abuse to staff or other children.
- ☐ Unable to toilet train in our three year old program.

A CHILD WILL NOT BE REMOVED

If child's parents:

- ☐ Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- ☐ Reported abuse or neglect occurring at the school.
- ☐ Questioned the school regarding policies and procedures.
- ☐ Without giving the parent at least 24 hours notice to make other child care arrangements **unless an emergency removal of the child has been determined.**

COMMUNICATION

Parents/Guardians: The Guidance and Discipline/Removal Policy will be incorporated into the parent handbook. Within thirty (30) days of adopting the policy, the Director shall disseminate and review the policy with parents/guardians of all currently enrolled children. A copy of the policy will be disseminated and reviewed with newly enrolled children upon enrollment. All parents/guardians will sign a statement acknowledging they have received and read Dream's Guidance and Discipline/Removal Policy.

PARENT ACKNOWLEDGEMENT

I, the parent/guardian of _____
(Child's First and Last Name)

acknowledge that the DREAM Guidance and Discipline/Removal Policy was given to me and I
have read and received a copy of the DREAM Guidance and Discipline/Removal Policy.

Signature of Parent/Guardian

Date