

INVOLUNTARY WITHDRAWAL POLICY

NAME OF CENTER: _____

Unfortunately, there are sometimes reasons we have to withdraw 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(ren) in order to prevent this policy from being enforced.

IMMEDIATE CAUSES FOR INVOLUNTARY WITHDRAWAL:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal/physical/emotional abuse to students, staff, parent, or any other community members

OTHER ACTIONS FOR CHILD'S WITHDRAWAL:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

CHILD'S ACTIONS FOR WITHDRAWAL:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT INVOLUNTARY WITHDRAWAL:

- | | |
|---|--|
| • Try to redirect child from negative behavior. | • Document the child's disruptive behavior and maintain confidentiality. |
| • Reassess classroom environment, appropriateness of activities, supervision. | • Give the parent/guardian written copies of the disruptive behavior that might lead to withdrawal. |
| • Always use positive methods and language while disciplining children. | • Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors. |
| • Praise appropriate behaviors. | • Give the parent literature of other resources regarding methods of improving behavior. |
| • Consistently apply consequences for rules. | • Give the child time to regain control. |
| • Give the child verbal warnings. | |

***The parent/guardian will be given sufficient time and notice to seek alternate child care ***