

I Am! I Can! Learning Center Inc. Termination Policy

Children may be terminated from the program for the following reasons:

Nonpayment of tuition: Two weeks delinquency will result in termination following written notice.

Developmental or serious behavioral issues: If a child demonstrates behaviors that cause undue burden to the classroom, damage to school property, injury to oneself, physical harm to another child, or a staff member, or if behavior is beyond the scope of what can adequately be met by the staff at I Am! I Can!, termination will result. The staff at I Am! I Can!, will, however, do everything possible to assist with appropriate resources to ensure that the child is placed in a more appropriate program.

Process for Termination

If any of the aforementioned behavioral issues result, the staff will 1.) document the incident or behavior in writing for parent (parent will sign and acknowledge documentation) 2.) discuss positive strategies with parent/s. 3.) provide parent/s with the telephone numbers for professional services. If, after three written notices have been given to parent, and there has been no significant change in the child’s behavior, such child will be dismissed from the program and no refund will be made. If, however, the severity of the child’s behavior puts a staff member or another child at risk for significant injury, termination will be immediate.

In all instances, when our facility decides that it is in the best interest of the child to terminate enrollment, the child’s and parents’ needs shall be considered by planning with the parents to meet the child’s needs when he or she leaves the facility, including referrals to other agencies or facilities.

DISCIPLINE WILL BE IMPLEMENTED AS FOLLOWS

All children will be respected

We will try to anticipate unacceptable behavior and attempt to avoid problems before they occur

We will change activities if children appear to be getting out of control

Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.

Discipline shall be developmentally appropriate and logically related to the child’s act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.

If all else fails, we will give the child a (few minutes) time out to try to get the child calm and re-directed.

Removal from the group to the office will be used if a child is disrupting the classroom or placing the other children or staff in danger. Also, parent/s will be called and notified of the disruptive behavior. This will be done for the safety of the child and others and used to help the child gain his/her self-control. When the child has regained self-control they will return to their classroom. If a child is not able to regain self-control the Director will notify the parent/s that their child will need to be immediately picked up.

Signature Date

(Please print child’s name)

