

Learning Central Preschool (LCP) Child Behavior Policy (Suspension / Expulsion)

LCP strives to offer quality developmentally appropriate educational programs to children. One of the main components to success is our partnering with parents to help their child grow within our center and at home. We also recognize that, "one size does not fit all", meaning our child-care environment although inclusive in trying to meet the needs of all children through making reasonable accommodations (within the scope of our personnel's expertise/education under DHS staff requirement for Childcare Centers and DHS staff educational training requirements "Commonwealth of Pennsylvania Code Chapter 3270 Child Day Care Centers" 3270.31-3270.31a-3270.34-37 and within the extent of the law) may not meet the expectations you envision for your child's program. Therefore, in an effort to clarify our program capabilities, facilitate your child's success, allow LCP to do an effective job collectively meeting the health and safety needs of all persons in our program, and *OCDEL Announcement # 17*, we have established the following policies:

***In an effort to eliminate and reduce child suspension and or expulsion the follow 3 steps (A-B-C) have been established:**

A. LCP Behavior Notification Document (BND):

This document will consist of actions performed by a child observed and documented by a supervising adult. The "*Health / Safety Actions*" are distinguished as "*Major*" or "*Other*". Both categories will require joint strategies and efforts by parents, teachers, administrators and stakeholders, and will be shared by all parties (with parental consent).

* ***Major Health/ Safety Actions*** are defined as but not limited to harmful physical contact such as hitting, biting, slapping, punching, kicking, throwing supplies and equipment that could result in endangering others, and child being a flight risk.

- ***Other Health/Safety Actions*** are defined as but not limited to temper tantrums resulting in dangerous behavior, screaming excessively causing harmful physical side effects, restraining peers, continuous inappropriate touching, spitting, or, continuous manipulation of one's own bodily fluids by child.

All child actions resulting in self-harm or harm to others as defined by law within the *Health and Safety Actions* definition mentioned above are summarized in 4 categories below. These actions by a child, which are observed by a supervising adult will result in a BND given to Parent/Guardian by LCP Administrative staff. And in some cases, immediate child expulsion.

1. The child directs dangerous physical actions to others.
2. The child is a danger to himself/herself.
3. The child takes action with sufficient force to cause bodily harm.
4. The child engages in destruction of property, also having the potential to cause self-harm.

B. Parental Responsibility Requirements Document (PRRD):

- The child's Parent/Guardian will be given a written BND notice describing behavioral actions of the child. A total of **three** notices *for Major health/safety actions* and **five** notices *for Other health/safety action* by a child will result in a written PRRD notice given to Parent/Guardian. As a result, the parent/guardian (an adult 21 years of age or older designated by the parent/guardian) will be required to accompany and stay with the child in the preschool environment during the program day to assist in redirecting the child's actions.
- We recognize the strain Parents/ Guardians have in securing positive adult support and help with their children because of a variety of factors that exist in today's fast pace world. However, it takes joint effort in support of a child's development to bring about positive results. Parents are the major factor in a child's success.

Things You Can Do to Prepare for Unexpected Challenges from Parent Responsibilities Requirements:

***Schedule a meeting with Teacher and Administration to discuss the path moving forward.**

* Seek out knowledge to support your understanding of your child's needs, parenting techniques and strategies.

*Ask for help and referral information from knowledgeable sources. We will support you in these efforts.

* It is recommended that parents/guardians acquire partnerships with positive adults that can support their efforts with their child in the Preschool environment if they are unavailable; before a situation arises. For example, reconnecting with family, friends, religious or non-secular organizations, parenting groups, or behavioral/ developmental support services.

* LCP tries to accommodate Parents ' childcare needs but we cannot always comply. We are charged with securing health and safety for all while in the facility.

C. Steps to Completing Parent Responsibility Requirements Process (PRRD)

* Parent/Guardian will be given 5 days after the PRRD notification to arrange for themselves or an adult of their choosing to support their child in the preschool environment (by staying with child during the program day).

* We ask that the person chosen by parent/guardian be at least 21 years of age or older. They must have a valid picture and age identification.

- The assisting adult will check in with front office upon arrival with the child for information and instructions.
- The assisting adult will have to complete a disclosure form and possibly fill out child clearance applications.
- The assisting adult will be required to confine their interactions, input and support to their child only in the preschool environment.

Process for reduction of behavior issues:

1. LCP will inform parent/guardians about their child's performance in the childcare setting during drop off, pick up or scheduled meetings in the hope of opening positive and constructive communication between staff and parents.
2. Parental Responsibility Requirements Document (PRRD) in the childcare environment as mentioned above. In the hope that parents will support the child, develop appropriate techniques, have input and coordinate behavioral strategies with teachers and staff.
3. Providing families with EI resources for referral in hopes of educating themselves through literature, support services and referrals if needed.

We also want to remind parents/guardians to refer to the documents and resources given them during enrollment. If you do not have copies of resources given you can ask the front office for a copy or search LCP website at www.learningcentralpreschool.com There you will find valuable information and referral service contact information.

LCP will strive to work with families if issues arise with their child in the childcare environment. After multiple efforts; LCP reserves the right to suspend or expel a child if parents are unable to support our "parental responsibility requirement" (written on PRRD) and or for any reason within the framework of the law.

LCP also reserves the right to terminate child enrollment immediately as a result of extreme behavior demonstrated by child that poses a danger to himself or others.

Parent /Guardian: I _____ have read and I understand and agree to comply with the LCP Behavior Policy procedures and statements. I understand if I chose not to comply it can result in my child's suspension and or expulsion from the LCP Center.

Signature: _____

Parent/Guardian: I _____ have read and I understand my responsible and the resulting action I must take under the "Parental Responsibility Requirements" PRRD and understand that noncompliance will result in suspension and or expulsion from LCP Center.

Parent/Guardian: I _____ have read and I understand that I am only to re-direct, and respond to my child's needs only. At no time am I to supervise or direct other children present. Please inform teachers of any incidents that you feel need to be addressed.

Signature: _____

SUMMARY OF CHILD BEHAVIOR POLICY PROCEDURE

- 1. Child is identified as having behavior concerns (as defined as “Major” or “Other” by teachers, staff and or parents.**
- 2. Teacher/staff will notify and discuss behavior concerns with Parent/Guardian for join support and plans of action.**
- 3. Child’s behavior become unmanageable in Childcare environment and a “Behavior Notification Document” (BND) is given to Parent / Guardian by Administrative staff.**
 - 1. Open communication is continued with Administrative support ongoing between teachers, staff and parent/guardian in hopes of addressing and trying to alleviate the concerns. Resource and referral information is given to Parent/Guardian along with recommendations.**
 - 2. Teacher/Staff document and track child’s behavior and share with Parent/Guardian.**
 - 3. Plans of action are discussed and implemented between all concerned parties informally or in a scheduled meeting.**
 - 4. If concerning behavior persist (3 BND for “ major” and 5 BND for “ other”) then Administrative notification will be given to the Parent/Guardian in the form of the “ Parent Responsible Requirement Document” PRRD (in which the Parent/Guardian or chosen representative will be required to stay with their child during the program day).**
 - 5. Parent/Guardian are given 5-day grace period to follow PRRD document and stay with their child throughout the day until positive changes in child’s behavior are**

documented and Administration notifies Parent/Guardian that their support in the Childcare environment is no longer necessary.

- 6. Failure of Parent/Guardian to respond to and follow LCP's BND and PRRD document can result in their child being suspended or expelled from the program.**
- 7. (Note): A child can be expelled immediately and Parent/Guardian contacted if child demonstrates extreme behavior that poses a danger to himself or others.**