

## LITTLE PEOPLE DAY CARE SCHOOL DISMISSAL POLICY

At Little People, we will make every effort to solve all situations that cause controversy between students, staff, and parents. We try to keep the best interest of our students first and foremost. This means that the needs of the children will come before the needs of the staff and the parents; however there are times when situations dictate other measures. For this reason, we wish to make all parties aware of the reasons for which our facility will terminate services with a client thereby dismissing a child from care. The minimum reasons are listed below, however, please understand that the reasons are not limited to these.

- I. Dismissal can be due to the actions or inaction of a parent such as:
  1. Nonpayment – any client not making payment for 2 consecutive weeks will not receive care until payment is made and will then not receive care unless payment is received weekly. Continuous failure to make payments will result in dismissal, at which time the account will be reported to collection.
  2. Refusal to address the specific needs of your child, whether it be physical, emotional/social, psychological, or disciplinary.
    - a. Physical Needs – the items a child needs in order for the staff to provide proper care throughout the day. These are, but not limited to, diapers, bottles, blankets, extra clothing, special dietary items, medication for chronic illness (i.e. asthma, diabetes, allergies). This area also concerns the health needs of the children in so far as refusing to pick up a child when he/she is ill, bringing a child into the facility who is too ill to be in care, neglecting to complete proper forms for administering medications, or not providing necessary doctor's notes for the child to remain in care, to return to care or request/address a special need.
    - b. Emotional/Social Needs – the support a child needs in everyday activities such as praising him for a good job, saying goodbye and hello upon dropping off and picking up, encouraging him/her to participate in activities and cooperate with the teaching staff. Also, by developing a working relationship with the teachers and other staff and by setting an example for your child by following rules and maintaining a respectful attitude towards other adults and children. Encouraging your child to be friendly and to make friends with others without prejudice.
    - c. Psychological Needs – the ability of a child needs to function within the daily routine at an acceptable level. At times, a child is not always mature enough or is unable to attain this level due to developmental or more serious delays. This area is always addressed with a parent and it is expected that the parent will seek professional assistance in diagnosing this situation and providing for the treatment of such. If our facilities cannot meet the needs of the child, it is within that child's best interest to seek alternative care and service.
    - d. Disciplinary Needs – the controls a child needs to become a functioning part of the group. Discipline does not equal punishment. Children need to know there are limits and consequences for exceeding limits. Parents need provide positivity role models for their children by working within their own limits and following the rules and guidelines set forth by the school. Also, parents need to work in cooperation with staff in helping to enforce these guidelines and keeping a check on their child's behavior.
  3. Physical or verbal abuse of staff, children, or other parents cannot be tolerated. Parents are expected to conduct themselves as mature and self-controlled adults in the presence of the students in our facility. If you have a problem or an issue with anyone on staff or in administration, it should never be discussed or argued in front of the children. Make arrangements to speak to this person in the office. If you have a problem with a child other than your own, remember it is not your place to pursue this issue. Bring it to the attention of the staff or administration, who will then contact the respective parent. Parents or guardians using any profane language, gestures, or threats in the presence of children or using any languages or action that in any way will frighten or harass the children in attendance will be asked to leave the facility immediately. Consistent behavior of this fashion will result in termination of service.
  4. All parents are required to provide specific information on enrollment forms and food program applications. They are also required to provide current health appraisals and immunization records for all children enrolled. Parents must also provide emergency information and keep all records up to date. These items are state mandated and a condition of our licensing. Failure to provide this information will result in the suspension of service until such time as the information is obtained. If this information is not provided, our facility cannot provide care and service will be terminated.
  5. Each parent is given a copy of the school guidelines and the parent responsibility policy upon registering. Consistent failure to comply with these responsibilities and guidelines will result in termination of service.

6. Abuse of scheduled times will result in termination of service. Each parent is asked to complete a schedule of arrival and departure times upon registration. Parents are then asked to keep to this schedule. Parents on flexible schedules are required to fill out weekly schedules at the beginning of each week. Parents are required to complete new schedules in the event they have a permanent change or to notify the office in the event there is a temporary change.
7. Consistently arriving after closing time of 6 p.m., consistently after scheduled pick-up time without prior notification to staff, or consistently arriving at such a time that staff is forced to stay after closing time of 6 p.m. All late fees will be strictly enforced.
8. Destruction of school property.
9. Consistently arriving in a state of inebriation to pick up children. This will also result in reports to Children and Youth Services, the Scranton City Police in addition to refusal by the staff in charge to release the children to the parent.

II. Dismissal can be due to the action or inaction of a student such as:

1. When the needs of the child exceed the ability and/or capability of the staff and/or facility as a whole. There are times when a child has special needs beyond our feasibility, although we make every effort to provide for each child's individual needs. It is imperative that parents and staff work together to be sure every need is met which may mean seeking alternative care.
2. A student who is consistently disrespectful of staff and administration cannot remain in care. It is unfair to the students as a whole that the quality and quantity of time is spent in dealing with discipline problems, and therefore if a parent does not address or attempt to correct unacceptable behavior, a student will be denied service. (See also School Age Disciplinary Policy.)
3. Willful destruction of school property.
4. Bringing or possessing a weapon of any kind at any time or using any item within the school building as a weapon with the intention of causing harm to another student, a parent, or a staff person.
5. Physical violence towards anyone, including staff, parents, or other students.

III. There are some situations when a parent can be encouraged to consider withdrawal from care. However, it is not mandatory unless the situation becomes so extreme that the continuation of service is detrimental to the student or to the school as a whole. These situations include, but are not limited to:

1. A child that cannot adjust to or overcome separation anxiety and therefore does not form a bond with caregivers and is not able to participate in daily routines.
2. A child (usually late school age) who has outgrown the need or matured to the point that he/she is no longer benefitting from the program.

In these situations and others similar to them, termination of service will be the last course of action after all others have been exhausted. We will make every effort to work in conjunction with parents in order to meet the needs of the children in our care.

Keep in mind that:

Rules are not made to alienate or inconvenience anyone, but to allow our facility to provide a safe, peaceful, and healthy environment for everyone.

Parent Signature:

Little People: