

## **STATEMENT ON DISMISSAL OF CHILDREN FROM ENROLLMENT IN AN HCC PROGRAM**

HCC reserves the right to disenroll any child from the program if that child's actions pose a danger to himself or herself, other children, or staff. This may include, but is not limited to, children who excessively bite, hit, pinch, scratch, throw objects, or engage in violent actions that present a danger to the safety of other children or staff.

HCC also reserves the right to disenroll a child whose parent/guardian acts in a way that is threatening or violent, that could potentially endanger children or staff at the center, or that is so disruptive to the center's operation that it significantly impedes the center's ability to conduct its program and provide for the needs of the children.

HCC shall not dismiss a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding alleged violations of licensing regulations, or questioning HCC directly regarding policies and procedures.

HCC will provide parents/guardians with a handbook outlining guidelines for participation, including our Discipline Policy. This policy outlines the steps for disciplinary action, and includes information regarding dismissal of a child from the program.

In the case of disruptive behavior, HCC will make every attempt to permit a child to remain in the program while corrective actions are being taken, unless the circumstances warrant immediate dismissal. Refusal by the child or parent/guardian to accept the corrective action outlined by HCC may result in immediate suspension and/or disenrollment of the child from the program. Should behaviors of the child and/or parent/guardian continue to disrupt the program, HCC reserves the right to dismiss the child with such notice as the Board of Trustees deems appropriate to the situation.

A parent/guardian will immediately be notified verbally should HCC deem it necessary to suspend a child temporarily. This notification will be followed by a written statement of the length of the suspension, as well as action which must be taken before the child may return to the program, and how/when the parents/guardians may appeal the decision.

Should HCC deem it necessary to immediately disenroll a child from the program, parents will also receive immediate verbal notification followed by written confirmation of the reason(s) for the termination of enrollment, and how/when parents/guardians may appeal the decision.

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Pending Final Board Approval