

DISCIPLINE PROCEDURES

This policy describes the progression of disciplinary actions which HCC will follow in response to inappropriate behaviors, depending upon severity and duration.

It is assumed at all times that HCC is acting in good faith, and with the best interests of the individual child as well as the other children and the staff in mind. It is also assumed that the parent/guardian of the child is acting in partnership with HCC staff throughout the process. HCC may also, at its discretion, bring in consultants to observe, review, or advise them at any point in the situation.

If at any time during this process the parent/guardian refuses to comply with the recommendations/requirements of HCC, we reserve the right to terminate the child's enrollment effective immediately.

Phase I

Description

Typical, everyday inappropriate behaviors (mild acting out, occasional uncooperative behavior, mild temper outbursts, etc.)

Steps

- 1.** The Program Supervisor/Teacher uses techniques outlined in HCC's handbooks and documents, such as "Behavioral Guidelines" and "Behavioral Techniques" (i.e. redirection, removal from activity, private conference with child). The Program Supervisor records incidents in daily log book.
- 2.** The Program Supervisor informally requests assistance from parent/guardian as to how these behaviors are best dealt with at home.
- 3.** The Program Supervisor may seek additional resources on specific behaviors from HCC library or other sources.
- 4.** The Program Supervisor may explain situation to Executive Director and seek input as to suggested next step.

Phase II

Description

Behaviors have escalated or become more frequent, disruptive and/or aggressive.

Steps

1. The Program Supervisor completes an HCC Incident Report on an incident, behavior, or pattern of behavior. The Program Supervisor arranges to meet with parent/guardian privately for a few minutes to present incident report and discuss concerns.
2. The Program Supervisor may share information about the situation with the Executive Director, discuss the behavior and the response from parent/guardian, and plan next step.

Phase III

Description

Disruptive / aggressive behavior continues with no improvement after Phase I & II interventions, and/or an additional incident occurs which Program Supervisor determines is a serious concern. ***At this stage, the parent/guardian is advised that an intermediate step may be skipped and immediate suspension or expulsion from the program are possible consequences at any time in the future.***

Steps

1. The Program Supervisor completes an HCC Incident Report and discusses it with the parent/guardian.
2. The Program Supervisor consults with the Executive Director, utilizing all relevant information (log book, incident reports, etc.).
3. Depending upon the severity of the incident, the Executive Director may meet with or speak to parent/guardian by telephone. The Program Supervisor, the President of Board of Trustees, and the child may be included in a meeting at the discretion of the Executive Director.
4. The Executive Director may consult with the Board President or designee as to possible action to be taken. Recommendation is made based on the Program Supervisor and the Executive Director's conclusions and results of discussion with parent/guardian.

5. At the discretion of the Executive Director and the President of the Board of Trustees, the family may be notified that, without improvement in the situation, the child will be expelled from the program with notice of one week. ***This warning does not preclude immediate suspension or revocation of this notice in the event of a serious incident as outlined below.***
6. Director communicates decision to parent/guardian directly, with follow up in writing, and maintains copy of letter in HCC files. If the child is recommended for suspension, HCC will outline the length of the suspension, and the requirements that must be satisfied before child is allowed to return to the program. The immediacy and length of the suspension will be based on the behavior or incidents that caused the suspension.

Phase IV

Description

Behavior continues with no improvement after Phase I & II and III, or a very serious incident has occurred.

Steps

1. The Program Supervisor promptly consults with the Executive Director, utilizing all relevant information (log book, incident reports, etc.).
2. The Executive Director meets with the parent/guardian in person to discuss situation and strategies to deal with behavior. The Program Supervisor, the President of Board of Trustees, and/or the child may be included in this meeting at their request, or the request of the Executive Director.
3. The Executive Director will consult with Board President as to possible action to be taken. Recommendation is made based on input from the Program Supervisor, the Board President and the Executive Director, and the results of parent meeting.
4. The Executive Director communicates the decision to the parent/guardian directly, with follow up in writing, and maintains a copy of the letter in HCC files. If the child is recommended for suspension, HCC will outline the length of the suspension, and requirements that must be satisfied before child is allowed to return to the program. The length of the suspension will be based on the behavior incidents that caused suspension and whether outlined requirements have been satisfied.

5. If the child has already been subject of a previous suspension, the Executive Director may request that the Board of Trustees move on to Phase V and approve an immediate expulsion from the program.

Phase V

Description

Serious violent behavior occurs; or continued disruptive behavior continues despite Phases I - IV; or other serious rule violation.

Steps

1. The Executive Director notifies the parent/guardian by phone regarding child's behavior and informs the parent/guardian that the child is suspended until further notice, effective immediately. The call is followed up with a letter to the parent outlining this decision, and a copy of the letter is placed in the HCC files.
2. The Executive Director immediately notifies the President of the Board of Trustees, making a recommendation to dismiss the child permanently from program. The parent is informed that they may submit a request for reconsideration letter to Board President through the Executive Director.
3. The Executive Director and President consult with full Board of Trustees as soon as possible to discuss final outcome.
4. The Executive Director formally advises parent of decision by Board of Trustees verbally, with follow up in writing and a copy of letter placed in HCC files.
5. The parent/guardian may appeal the decision to the Board President in writing.
6. The decision on the appeal by the President and/or Full Board is final.

The following are considered extremely serious incidents, and may be cause for immediate movement to Step III, in which case suspension and/or dismissal from the program is possible, with or without notice.

- Injury to self, another child, or an adult
- Serious destruction of school or HCC property
- Leaving the program site or school grounds
- Repeated uncontrollable behaviors or outbursts
- Repeated disruption of program function
- Inappropriate touching of other children

- Stealing
- Inability to function within normal program structure (i.e. refusal to follow rules; continuous crying or belligerence)
- Threats made toward children or adults
- Parental refusal to cooperate with HCC at any step in the process
- Threatening behavior by parent(s)/guardians
- Any other behavior which the Executive Director deems a threat to the safety or physical or emotional well-being of program participants or staff

Each child and each case will be considered individually. Haddonfield Child Care reserves the right to move directly to Phase III, IV, or V without moving step-by-step through other phases if conditions so warrant.

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