

ARCHWAY PROGRAMS JUST KIDS DISCIPLINE POLICY

JUST KIDS promotes positive behavior in children through: setting consistent and realistic limits; structuring the environment to meet needs of children; structuring the schedule and activities to meet the developmental and special needs of children; encouraging and reinforcing cooperation and other pro-social behaviors; and teaching and modeling positive communication and interaction between staff and children. However, as in the schools, Just Kids has *a zero tolerance policy regarding physical aggression*. Just Kids encourages the children to participate in establishing the discipline rules for their group. These rules are posted so that all children will be aware of their limits.

Behavioral issues are first dealt with pro-actively within the program. Behaviors that are developmentally appropriate for the child or children are dealt in a teaching manner rather than in a disciplinary manner. Ex. a six years old not staying in his/her seat without verbal redirection. Children will not be disciplined for failing to eat or sleep (if applicable to the child) or for soiling themselves.

When a child has difficulty participating within the rules of the program, the parent or guardian will be notified as outlined below. Staff will use a variety of interventions from the least intrusive and restrictive first to suspension from program, if warranted. These may include interventions such as using “think about it time”, re-directing the child to another activity, pointing out logical or logical consequences to the child’s behavior. Staff will utilize the parents as resources to help problem solve what interventions work best for a particular issue or problem. Just Kids makes the final decision regarding all disciplinary action based upon the individual case using the framework below:

Verbal communication is warranted with a parent for the following:

- Behavior against the rules of the program which has been exhibited multiple days and staff interventions may have worked to change the behavior at the moment, however, the behavior is on-going.
- This could take place in the form of a private short discussion at pick up time or a parent conference.

Written communication is warranted with a parent for the following using the Conduct Form:

- Behavior against the rules of the program that has been on -going and staff interventions have been generally ineffective. This includes on -going disrespect, disruptiveness, inappropriate language and defiant behavior.
- Behavior which puts the child or other children in jeopardy such as running off school grounds or out of the program room without permission, hitting another child, destruction of property, and self injurious behaviors.

A parent conference will be held for infractions that warrant a written communication in order to problem solve the issue at this time.

A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program.

Suspension must be approved by the District Manager and is warranted for the following:

- The same or similar severe behaviors which have been written up a minimum of three times for the child.
- Child using inappropriate language or name calling directed at another which is seen as offensive to others.
- Behavior that puts the child or other children at imminent risk including: seriously verbally or physically threatening behavior, intimidating, physical fighting, hitting, biting, spitting upon or otherwise harming another.
- Physically assaulting a staff person.
- Child bringing an item that could be used as a weapon to program. (In this case the weapon is confiscated and the parent immediately called to pick up the child.)

A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program. *There is no refund of tuition for days missed due to suspension.*

Typically, there is a day between the parent notification of a suspension and the suspension date in order to assist the parent in finding alternate care. The suspension is for the next day if the child is seriously threatening another child or assaulted a provider. The length of the suspension will be determined on an individual basis. A parent conference may be required to take place in order for the child to return to the program.

Expulsion Policy: Just Kids reserves the right to terminate care for a child.

Reasons for Termination of Care:

- On-going behavior that a child has been suspended for previously.
- Behavior that places the child, other children or program at risk.
- Failure to pay monthly tuition or fees due to Just Kids.
- Parents' failure to follow Just Kid procedures outlined in Parent Handbook.
- Parents' acting in an abusive or harassing manner toward providers, staff or other participants in the program. This includes verbal abuse to staff in front of enrolled children.

Parent Conference: A parent conference to communicate and develop interventions or action plan takes place prior to the decision to terminate unless termination is due to an act or threat of violence, failure to pay, and or parent's abusive/ harassing behavior.

Decision Making for Termination: Each recommendation is reviewed by the District Manager and JUST KIDS administration. A decision is made on a case by case basis with the health and safety of the children and staff as the first priority.

Notice of termination: Sufficient notice is given of 5 days to the parent prior to termination both verbally and in writing. The length of the notice depends upon the risk level to the children and staff at the time. Immediate termination without prior notice will be enacted if the child or parent is placing other children, themselves or the program at an immediately risk. This includes an act or threat of violence or parental actions causing the expulsion.

Please note that any threat or act of violence will not be tolerated and can result in immediate termination. School officials must be notified of the incident. Acts or threats of violence will require parents to come immediately to remove the child. If the act or threat is judged to place the children and staff in immediate danger 911 will be called. A child removed from Just Kids may not return to the program pending an investigation. Just Kids must uphold all school policies regarding threats or acts of violence.

A child will not be terminated if a child's parent:

- Makes a complaint to the Office of Licensing regarding Just Kids alleged violations of a licensing requirement.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.