

The Office of Early Learning (EOL) supports Florida's families and their children, as well as the early learning coalitions, childcare providers, and early childhood educators who serve them across the state. OEL received funding from the federal Child Care and Development Fund (CCDF) to administer the School Readiness Program statewide. CCDF requires states to collect and disseminate consumer education to families, providers and the public that includes state policies regarding the social-emotional and behavioral health of young children and expulsion or preschool aged children (birth through five) in early childhood settings receiving CCDF assistance. Additionally, Florida Administrative Code **requires** all school readiness providers to have policies in place regarding the expulsion of children in their care.

### **My signature below verifies receipt of the Expulsion, Suspension and Dismissal Policy.**

**Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Please complete and return this left panel portion of the brochure to Apple Tree Academy, in order to maintain it in your child's records.*

## **EXPULSION, SUSPENSION, DISMISSAL POLICY**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child (ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from Apple Tree Academy.

### **IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child
- Verbal abuse to staff

### **CHILD'S ACTIONS FOR EXPULSION**

- Failure of child to adjust in a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting

## **DISCIPLINE POLICY**

No corporal punishment is used at Apple Tree Academy. We use redirection or positive reinforcement and/or reflection time. Our focus is to encourage and reinforce your child's positive behavior. If you are unfamiliar with this concept, please ask the school office to explain.

Thank you for allowing our staff to support your child's development. We are committed to each child's social emotional development to avoid dismissing children from our program because of concerns of behavior. Behavior concerns tell us that children need more time, support, and practice to develop their social emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social emotional health. On occasion, we may work with families to seek the best care for their child if we can no longer meet the needs of an individual child.

Prior to expulsion, suspension or dismissal a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both Apple Tree Academy and the parent working together to correct the problem. If after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to seek alternate placement in another preschool setting. The parent will be given a minimum of one week's notice to find another center that will be able to provide care for this child.

