

Girls Club of Greenfield, Inc.  
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Greenfield, MA 01301  
(413) 774-7407

### **CHILD SUSPENSION/TERMINATION POLICY**

When a child exhibits behaviors that are incompatible with the functioning of our program (i.e. hurting themselves, hurting others, inability to participate in program activities), we institute the following policy in an effort to avoid termination of the child's slot as much as possible.

The following plan is a general outline of our procedures which could vary to meet Individual needs of the child.

1. The teacher and Director document the child's behavior.
2. The teacher meets with the Director to discuss strategies for redirecting the "acting out" behavior. Educator training will be considered and instituted when appropriate.
3. A meeting is held with the parent/guardian to discuss behavior intervention strategies in the classroom and at home. An individualized plan for the child is created.
4. Referral information is given to the parent/guardian, if needed (i.e. medical evaluation, counseling service, developmental evaluations) as well as a summary of the child's plan.
5. Suspension of service for one or more days can occur. If the inappropriate behavior continues after *all* avenues have been explored, a termination date will be established. *If a child acts out in a manner deemed extremely unsafe, s/he will be suspended or terminated immediately for the safety of all.*
6. Working with the parents/guardians, the teachers will prepare a child for termination from the center in a manner consistent with the child's ability to understand.
7. If it should be determined that the child is disabled, the center must follow the disability plan as outlined in regulation 7.04(13).
8. All meetings and issues will be documented and copies provided to the parent/guardians.