

Policy on Suspending a Child's Enrollment

If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). An Action Plan will be implemented to address how best to keep all children and teachers safe while working toward improvement. If we are unable to achieve positive change, our goal is to connect the child with the professional supports needed for his/her success, while maintaining a safe environment. If the Action Plan is not successful and unsafe behavior has not resolved within a reasonable time despite our efforts, suspension of enrollment may be appropriate.

Suspension

Some examples of situations when it may be necessary to remove a child or to suspend a child's enrollment are:

- A child is unable to participate safely in our program without a dedicated 1:1 aide.
- A child appears to be a danger to him/herself, other children attending the center/school, center/school employees, or anyone else at the center/school.
- Medical, psychological, or social service personnel working with the center/school determine that continued care at the center/school could be harmful to or not in the best interests of the child.
- The family declines to explore or secure outside support or behavioral resources which may help to address the child's needs, improve the behavior and reduce the safety risks.

Immediate Suspension

In extreme situations, the immediate removal of a child from the center/school may be necessary. Reasons may include health and safety issues for the child or for the larger group of children, as well as the following:

- A parent/guardian is physically or verbally abusive or intimidating to center staff, children, or anyone else at the center.
- Potentially dangerous behavior by a parent or child.
- A parent/guardian fails to abide by center policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Bright Horizons' program.

Process

Leadership, with staff, will develop an action plan and meet regularly with the family involved to discuss the action plan, our efforts and next steps. Meetings with the family will take place to:

- Implement the action plan and discuss Bright Horizons process and expectations for improvement in a reasonable time, and;
- Discuss available outside resources.

If we are unable to achieve positive change through redirection, positive guidance and parent/guardian collaboration, **our goal is to connect the child with the professional supports needed for his/her success, while maintaining a safe environment.** In parent/guardian meetings, the director will discuss available resources with the family which may later be required. If/when resources are in place, they should be included in the meetings, to the extent possible, to collaborate, add insight and strategies for our action plans, and support our efforts.

If the action plans are not successful and unsafe behavior has not resolved within a reasonable time despite our efforts, suspension of enrollment may be appropriate.

During meetings, leadership will let the family know that we can't wait indefinitely for help/support to arrive while a safety issue exists and suspension may be necessary if the safety issues cannot be resolved. Parents/guardians will be encouraged to seek help to work towards the child's success in the program.

Parents/guardians will be told that suspension may be necessary on a specified date until [he/she is connected with resources, an aide is in place, etc.] at which point leadership will meet with the family to determine our best next steps and if/how to return the child to the program with the right supports in place.

Center Name: _____
Name of Child: _____
Name of Parent/Guardian (print): _____
Signature of Parent/Guardian: _____