

CCHRSC'S
HR TOOLKIT



TOOL: Sample Expulsion Policy

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[Insert your organization's name here]

EXPULSION POLICY

Annex 2 – POLICY REGARDING EXPULSION – Termination of the Contract

The expulsion of a child (termination of the Childcare Contract) is not a decision that is taken lightly, and happens only in exceptional circumstances.

[Insert your organization's name here] may demand that a parent remove his or her child from _____ under the following circumstances:

The Child:

- The child does not adapt to his or her environment within a reasonable time period.
- The child requires more attention than the other children in his or her group, thereby depriving the other children of the care that they need.

Note: _____ has a mandate to integrate children, and its staff must make every possible effort to do so before cancelling a contract. There are resources available to help Childcare Centres, and the MFA also offers a subsidy to help integrate children with disabilities.

If a DEVELOPMENT OR BEHAVIOUR PROBLEM is REPORTED, the following procedure must be followed:

- The educator will advise the Coordinator that a child has a problem or is likely to have one.
- The educator will return to her group, make her observations and record these observations on the appropriate form. The observations noted must include the following: A factual and detailed description of the events; When? Where? With whom? Proof of the child's difficulties and a list of his or her strengths. Are the behaviours "**significant and persistent?**"
- The educator will fill out the developmental checklist corresponding to the child's age.
- All information will be submitted to the Coordinator.
- A decision regarding the outcome of events will be made jointly with the Coordinator, the Executive Director and the Educator. An intervention plan will be set up (in collaboration with the Educator, the Coordinator, the parents and the external professional resource people).

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- The parents will be notified about the decision and the CLSC may be consulted, if deemed necessary.
- If all the tools and strategies of the intervention plan do not result in an improvement within a reasonable time period, and if the situation presents a clear danger to the health and wellbeing of the other children and the staff, the Executive Director will decide if the contract should be cancelled and if the child should stop attending the Centre. The parents should be given a reasonable time period (usually two weeks) to allow them to find other childcare options for their child. If the child presents an immediate danger to the others, the Centre will demand that the parents remove their child immediately.

POLICY REGARDING PARENTS WHO REFUSE SERVICES FOR A CHILD WITH A DISABILITY

Since a disability is defined as any disadvantage diagnosed by a member of a professional corporation, and if the parent refuses services:

“Due to the fact that the Centre may not impose services and if, as a result of refusal of services, the educational staff must devote an excessive amount of time or attention to one child to the detriment of others, we have no other choice than to cancel the child’s registration at the Centre.”

Please note that this is a measure of last resort, and all the appropriate documentation must be placed in the child’s file (observation protocol) – which may include an advisory to the Youth Protection Office.

The Parent :

_____ may demand that a parent remove his or her child from _____ under the following circumstances:

- The parent does not make an effort to pick up his or her child when the child is sick, or the parent brings his or her child to the Centre knowing full well that the child is sick (noncompliance with the health protocol.)
- The parent regularly makes late payments or submits cheques with insufficient funds. ***The policy stipulates that in the case of unpaid fees, a written notice must be sent, followed by a warning letter, and then by a final notice cancelling the child's registration at the Centre.***
- If you are more than 10 minutes late three times within the period of one month, your child’s registration will be cancelled (noncompliance with the operating hours).
- Refusal to respect the CPE rules, policies and procedures.
- Actions contrary to the interests of the CPE.
- Actions deemed prejudicial to the CPE, its staff or to the children in its care.
- Physical or verbal violence towards a member of the staff, a child, other parents or any other person on site (immediate termination).
- Noncompliance with the internal regulations of the CPE.

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- ***Before termination of any service contract, parents will first receive a verbal notice and/or a warning letter for every noncompliance situation. If there has been no improvement or modification of the unacceptable behaviour, a second warning letter will be sent, followed by a final notice cancelling the child's registration at the Centre.***

_____ reserves the right to refuse a childcare service contract or to terminate a contract for other reasons if the Board of Directors deems these reasons sufficient.