



## Apple Tree Learning Center

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### **Disciplinary Policy for Terminating Problem Child/ren or Child/ren with Special Needs**

If a child shows that s/he has a disciplinary problem or special needs the teacher(s) of the class will inform the Director and an Incident Report will be filed. A Director, Teacher and Parent(s) conference will be called to help the child. Suggested behavioral managements at home and school will be proposed to help the child overcome his/her disciplinary problem. Daily or twice a week conferences between Teacher(s) and Parent(s) will take place, the same will take place with the Director and Parent(s). If after three chances and no outcome or any change in the behavior of the child, then the Director will inform the parent(s) about the termination of services for child care. As much as possible, referrals will be suggested so the child can get some help.

### **Agreement to Terminate Child/ren with Disciplinary Problem(s) Or Child/ren with Special Needs**

I (we) \_\_\_\_\_ and \_\_\_\_\_ read and understand ATLC policies regarding children with disciplinary problem(s) or special needs. Thus, I am (we are) willing to abide by the rules and regulations of the state to the Disciplinary Policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_