

Lutheran Church of Hope Staff Daycare Discharge Policy

In accordance to the State of Iowa Department of Human Services Childcare Licensing and Regulations 109.4(2)"b":

A child will be discharged over the following situations:

- a. Failure to meet center policies
- b. Failure to pay
- c. Inability of child to adjust to group experience
- d. Threat to other children, staff, or self

The teacher will try to redirect and talk through with the child or parent to change the behavior from being problematic. If the behavior or situation continues it will be documented by the teacher. The teacher will also have a meeting with the director following the documentation. All documentation will be placed in both the child's file and sent home with parents. If the behavior or situation arises again or continues, the teacher and parents will sit down and have a meeting. The director will be made aware of the meeting and the outcome of it. If the behavior or situation continues, a one – week suspension will be given. If after the suspension the behavior or situation arises once more or continues, the board will vote to discharge the child from the daycare center.

Signature _____

Date _____