

FUN School
Withdrawal of Service Policy and Procedure

Policy

Before admission, the Supervisor informs the parent/guardian that the child(ren) commences on a trial basis of six weeks. This period may be extended if deemed necessary by the staff.

Procedure

The Supervisor ensures that after admission, staff will assess child for identification of developmental delays and/or social needs.

Childcare may be withdrawn on the recommendation of the Lead Teacher and the approval of the Supervisor, for any of the following reasons:

- i) the child requires a one-to-one staff/child ratio most of the time and there is no additional staffing available
- ii) has physical limitations/requirements which cannot be addressed in the child care setting
- iii) exhibits extreme behaviours which pose a physical or emotional danger to the child, other children or staff
- iv) has exhibited any unacceptable behaviour

The recommendation to withdraw service must be supported by documentation, which may include:

- i) written observation from the child's Teacher, Resource Teacher and Supervisor
- ii) Records of meeting(s) with the parent(s)/guardian(s) in which the child's needs were discussed
- iii) Reports from other agencies who are, or have been, involved in the child's program, provided parents have given approval to release such reports

The Supervisor may request the Assistant Supervisor or another Lead Teacher or Resource Teacher to assist with observation and program suggestions before making a final recommendation.

When it is established that the service will be withdrawn, the Supervisor will verbally inform the parent, allowing the parent reasonable time to arrange alternate care, followed by written confirmation of withdrawal of service.

Parent's Signature

Date

Supervisor's Signature

Date