

SUSPENSION AND WITHDRAWAL POLICY

Central Eglinton Children's Centre

Date Policy and Procedures Established: July 5, 2022

Date Policy and Procedures Updated: March 6, 2024

Suspension & Withdrawal – Children

CECC will make every effort to accommodate all children in its programmes. There may, however, be unusual situations in which our programme cannot meet the needs of some children. In these cases, the board of directors, in consultation with CECC's directors and educators, may decide to suspend or withdraw a child. A decision to suspend or withdraw will be made with the consideration of the best interests of the child, and the safety of the group.

Whenever possible, in making the decision to withdraw or suspend a child, the following process will occur:

1. Documentation

- At the onset of challenging behaviour, the educators will keep a written record of the child's actions, including any precipitating incidents and the follow-up by educators, according to the Centre's Supporting Positive Interactions policy.
- When incidents occur, parents/guardians will be informed verbally and in writing (incident reports). Signed copies will be kept in the child's file.

2. Meetings

- If the challenging behaviour persists, a meeting will be held with the child's parent(s), the educators, the directors and (if appropriate) the child. Notes of the meeting will be kept in the child's file and a copy will be given to the parents/guardians.

3. Outside Agencies

- If the behaviour persists, CECC may seek involvement from outside support agencies.

4. Compliance with Eglinton and St. Monica's Schools' Policies

- If the child attends Eglinton Public School or St. Monica's Catholic School, the Centre will comply with each School's Safety and Security Policies, i.e., Suspension.

5. Suspension and Withdrawal

- If all other methods fail, the child may be suspended or withdrawn from CECC at the discretion of the directors and or board of directors.

Suspension and Withdrawal - Parents/Guardians

If a parent/guardian violates any of CECC's policies and procedures the following, when possible, will apply:

First-time occurrence:

- The directors and or board of directors will meet with the person and ensure they have copies of CECC's policy and procedural guidelines.
- The directors and or board of directors will inform the person of the consequences of a repeated occurrence.
- A letter outlining the incident, the resolution and the consequences will be given to the parent/guardian.
- If the incident violates the Code of Conduct, see CECC's Family Handbook, the director and/or board of directors will follow protocol as outlined.

Reoccurrence

- If there are further violations of CECC's policies and procedure, the parent/guardian, at the discretion of the board of directors, may be asked to withdraw from the Centre. If this happens, their child/children may remain in care for the four-week notice of withdrawal period, but the parent/guardian will have to find another person to pick-up and drop-off.

Reporting to Children's Services

If a child is asked to leave, CECC will inform the City of Toronto Child Care Consultant, and in the case of families in receipt of the City of Toronto Subsidy, Children's Services Subsidy Division. CECC will do its best to work with Children's Services and the child's parents/guardians to find suitable alternative childcare arrangements.

