



BEHAVIOR POLICY

Our commitment to provide a quality educational program and environment, requires Future Explorers Academy (hereafter “FEA”) to have and maintain a solid partnership with our families as a basis for their children’s success within our program.

If a member of FEA’s staff has concerns about a child’s behavior or other circumstances, they will be required to document such concerns as soon as they arise. FEA will inform and involve the child’s parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment.

The following are examples as to why FEA would have to suspend or disenroll a child or family from the center, this is not intended to be an all-inclusive list just an example.

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CHILD’S ACTIONS

- Child unable to adjust to the structured classroom setting and routines after prior intervention methods have been unsuccessful.
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

PARENTAL ACTIONS:

- A parent/guardian fails to abide by Academy policies or requirements of Child Care Licensing.
- A parent/guardian fails to abide by FEA’s pick up and drop off schedule.
- Non-payment of tuition, supply fee, registration fee and any other outstanding invoices associated with your child/children associated with FEA.
- A parent/guardian demands special services that are not provided to other children and depart from the philosophy of FEA’s program.
- A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Academy.
- A parent/guardian who uses social media platforms to disclose negative and defamatory comments about FEA in general, FEA staff, FEA children.
- A parent/guardian posts photos of other FEA Children without the express permission of the child’s parent.
- A parent/guardian taking screen shots of My Orbit Application Streaming Cameras and posting onto any social media platform.
- Potentially dangerous behavior by a parent or child.

WORKING TOWARDS A POSITIVE SOLUTION (CORRECTIVE ACTION PLAN)

It is our desire to see every child succeed in our program, and as such, if we believe that the behavior can be corrected, Academy personnel will attempt several approaches before making the final decision to suspend or dis-enroll a child from the program. As we develop strategies to address a child's particular problems, we will implement a 30-Day Corrective Action Plan that will incorporate a variety of options, including:

- changes to the physical environment
- changes to the daily structure of activities
- consistency of routines and reinforcement of positive behaviors
- transition times or activities
- redirection

Similarly, our expectations also include home base management skills, and intervention techniques to redirect the behavior and temperament of the child. Whenever possible and appropriate,

efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations of the child. Literature or resources may be provided by the Academy.

SUSPENSION PROCESS

Once the Corrective Action Plan has been established, A Conference will be held to communicate the Academy's decision to suspend the child. This time allows for the family to redirect the behaviors that are of concern. Suspension Time Lengths are as follows:

- **1st Incident** – 2 Day Suspension
- **2nd Incident** – 1 Week Suspension
- **3rd Incident** – Disenrollment

Parents/Guardians will be provided with a follow up letter detailing the following:

- The reasons for the Suspension
- The length of the suspension and return date
- The expected behavioral changes required for the child or parent to return the FEA.

DISENROLLMENT PROCESS

The decision to dis-enroll a child from Future Explorers Academy is a difficult one for both the Academy and the family. The corrective action plan at this point has exhausted the Suspension Process and concludes with disenrollment as a last resort. A conference will be held with the child's parent/guardian to communicate the Academy's decision to disenroll. A follow-up letter will be provided which will include, if applicable:

- The reasons for the disenrollment
- The date of the disenrollment

If FEA elects to disenroll a child, FEA will maintain the disenrolled child's record which contains the circumstances for disenrollment, parental notification, and the corrective action plan that was taken.

SIGNATURES REQUIRED ON THE FOLLOWING PAGE

BY SIGNING THE BELOW AGREEMENT, YOU AS THE PARENT/GUARDIAN ACKNOWLEDGE YOU HAVE READ FEA'S BEHAVIOR POLICY AND ARE IN AGREEMENT WITH THE POLICIES SET FORTH IN THIS AGREEMENT.

Guardian/Parent 1

Parent/Guardian Signature

Printed Name of Guardian/Parent 1

Date

Guardian/Parent 2

Parent/Guardian Signature

Printed Name of Guardian/Parent 2

Date