

Behavior Reports

Serious behavior incidents will result in a *Behavior Report* being filed. There will be no reimbursement for suspensions resulting in one, three, and five days. After the second behavior report, the Program Specialist should be notified. Following each suspension a meeting with the parents, Site Coordinator and Program Specialist will take place. This *Behavior Report Policy* is inclusive of all Minneapolis Kid's components, i.e., Summer and School Year Programs, as well as Release Days. *Behavior Incident Reports* accumulate consecutively throughout the year.

1st Behavior Report:

Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that should a **second** *Behavior Report* occur a meeting will be scheduled to include the parent/guardian, child and Site Coordinator.

2nd Behavior Report:

Parents/guardians will be contacted for a meeting to include the parent/guardian, child and Site Coordinator. The reporting process continues should a parent/guardian refuse to attend a meeting. The parent/guardian will receive a written warning that should a **third** *Behavior Report* occur, the child will need to take a one-day leave of absence from the program.

3rd Behavior Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Before returning, the parent/guardian, Site Coordinator, and Program Specialist must meet for assessment purposes. The parent/guardian will receive a written warning that should a **fourth** *Behavior Report* occur, the child will need to take a three-day leave of absence from the program.

4th Behavior Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Before returning, the parent/guardian, Site Coordinator, and Program Specialist must meet for assessment purposes. The parent/guardian will receive a written warning that should a **fifth** *Behavior Report* occur, the child will need to take a five-day leave of absence from the program.

5th Behavior Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next schedule day. (Fees will be charged during their absence.) Before returning, the parent/guardian, Site Coordinator, and Program Specialist must meet for assessment purposes. The parent/ guardian will receive a written warning that should a **sixth** *Behavior Report* occur, the parent/guardian will be required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

6th Behavior Report:

The parent/guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.