



Expulsion Policy

Dear Parents,

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from Highland Christian Academy:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

School Age Child's Actions for Expulsion

- Disruptive/Disrespectful behavior on the bus.
- Any sexual misconduct
- Ongoing physical or verbal abuse to staff or other children.
- Ongoing use of profanity
- Repeatedly not showing restroom courtesy to others.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the HCA and the parent to correct the problem. If, after one/two weeks, depending on the risk to other children's welfare or safety, the behavior does not improve, and the HCA finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

I have read and understand the above procedures.

Parent Signature: _____ Date: _____