

# Community Activities Group of Old Ottawa East (CAG)

## **POLICY TITLE: Suspension or termination of enrolment in CAG After School Programs**

Some seriously disruptive behaviours can impact experience, and safety, of all participants by pulling staff focus from the group to one individual, thereby affecting program ratios. Examples of such behaviours are:

- Running off or disrespecting boundaries
- Refusal to follow direction or to acknowledge counsellor (includes non-compliance and withdrawal)
- Physical and/or verbal aggression (including hitting, biting, yelling, foul language, threats and bullying)
- Self injury
- Prolonged tantrums
- Destruction of property
- Repeated and ongoing minor disruptive behaviours

As per Conditions of Enrolment, CAG has certain behavioural conditions that all children are expected to meet:

“There are behaviour expectations in CAG programs. Participants are expected to respect other program participants, program staff, City of Ottawa and CAG property and the property of other participants. Participants are expected to cooperate with and follow direction from CAG staff. CAG reserves the right to immediately suspend or terminate the enrolment of any program participant who does not abide by this guideline or who engages in other inappropriate or disruptive behaviour.”

Immediate suspension, pending investigation, will result as a consequence of any of the following behaviours:

- Causing injury or threatening to cause severe injury to another program participant or member of staff.
- Severely abusive language or aggressive behaviour towards another program participant or member of staff.
- Running off from the defined activity area that requires a staff member to leave the group.
- Deliberate destruction of property as a result of anger.

A suspension, pending investigation, can also be authorized with two weeks' written notice of conditions to be met, for any of the following:

- A behavioural management plan, as agreed by parents and staff, is failing to meet expected outcomes
- Behaviour of a child is regularly and repeatedly disrespectful and disruptive to the ongoing success of the program.

All suspensions require the approval of the CAG ED.

A suspension may be lifted if a meeting between parents and CAG ED, or their designate, can determine a behavioural management plan that can be reasonably managed and adhered to within resources of the program.

Lifting of the suspension and the proposed behavioural management plan requires approved of the CAG ED.

The suspension will be fully documented and shared with parents/guardians and program staff, including details of why the suspension was implemented, what the behavioural management plan is and what the expected outcomes are.

The CAG Board Chair will be informed of all suspensions and any related behavioural management plans.

There is no refund of program fees for the period defined by the suspension.

Grounds for termination include:

- Causing injury to another program participant or member of staff,

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- Threatening language or behaviour towards another program participant or member of staff,
- Seriously damaging property, aside from accidental damage,
- Leaving the defined activity area and putting themselves or others at risk
- Failure of behaviour to meet expected outcomes following establishment of a behavioural management plan  
Being repeatedly suspended

A termination requires authorization of the CAG ED and the CAG Board Chair or their designate. A participant will be suspended pending the outcome of a termination discussion.

If a participant's enrolment in After School is terminated by CAG then a refund for remaining months of the program, including deposit, is provided, effective as of the date of termination. The termination is extended to all CAG programming (including seasonal programming, PD Days and Camps) and will not be reviewed until September 1 of the following school year. Any return requires approval by the CAG ED in conjunction with the CAG Board Chair, and will include a probation period established on a case-by-case basis.

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