

# Community Activities Group of Old Ottawa East (CAG)

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

As per Conditions of Enrolment, CAG has certain behavioural conditions that all children are expected to meet: "Participants are expected to respect other program participants, program staff, City of Ottawa and CAG property and the property of other participants. 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."

### Grounds for immediate suspension include:

- Causing harm or threatening to cause harm to another program participant or member of staff.
- Abusive language or behaviour towards another program participant or member of staff.
- Damage to property, aside from accidental damage.
- Running off from the defined activity area.
- A repeat of a severe behaviour as notified to parents, within four weeks of the notification. Behaviours that are considered severe are running off, disrespecting boundaries, refusal to follow direction, severe physical behaviors, refusal to follow safety rules, damage to property, spitting, foul language, threats or repeated disrespectful or disruptive behaviours.
- Behaviour of a child is regularly and repeatedly disrespectful and disruptive to the ongoing success of the program.

A suspension will be authorized immediately for any of the above by the CAG Executive Director (ED).

A suspension will be lifted once a meeting between parents and staff 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,
- 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, OR;
- Being repeatedly suspended following a suspension and a behavioural management plan.

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 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.

Originally Approved (date):

November 9, 2017

Reviewed and Updated (date):

of. D. Smith