



Dawn and Dusk Incident Report Policy

At Dawn and Dusk Before and After School Program we are committed to providing a program that suits each child's individual needs and ensure that all resources are provided to the children who may require additional support in the areas of their emotional, cognitive and social development. We do this through documentation, and seeking the help of outside resources.

While it is our every effort to ensure that our program does suit all of the children's needs in our care, we hold the safety of all children and the safety of our Educators at the highest priority.

We use positive guidance techniques in guiding children's behaviour, and follow the 5 expectations of Dawn and Dusk which are the following:

1. **Be safe**
2. Have fun
3. **Stay with the group**
4. **Be respectful**
5. Participate

To ensure all of the children's safety we have developed the following two reports:

1. **Accident Report:** This is to document any injury your child has received in our care. This requires a parent/guardian signature to acknowledge the injury and first aid provided.
2. **Behavioural Incident Report:** This is to document any disruptive behaviour that was not following expectations 1, 3 or 4. This report will be written after trying to guide the children using positive guidance techniques. The positive guidance techniques that were used will be documented on this report in detail. This report requires a parent/guardian signature; however should a parent/guardian refuse to sign the report, the report is still valid for use in further behaviour management action plans/suspension or dismissal of care.

The following steps will be taken after a child has had the following reports sent home:

3 incidents of disrespect to Educators/child
or
3 incidents of physical harm to Educators/child/property

Or any combination that equals to 3 reports



Step 1:

Parent/guardian will meet with the Leadership Team. Other Educators may attend as required. Appropriate resources will be provided to parent/guardian regarding child's behaviour, and an action plan will be made in conjunction with these resources. The Leadership Team and parent/guardian will sign the action plan, and the Dawn and Dusk Code of Conduct will be reviewed.

Step 2:

Should the child's disrespectful or harmful behaviour continue, a warning will be issued by the Director. This warning will state that after one more incident of disrespectful or harmful behaviour the child will be suspended from care for three consecutive days. Child care fees will apply.

Upon return to the centre and its care the Leadership Team, parent, and child will have a "re-entry meeting" this meeting will review the expectations and Code of Conduct.

Step 3:

The next incident of disrespect to an Educator or child, or act of physical harm to an Educator, child or property, will result in termination of care, and the child will no longer be allowed to attend Dawn and Dusk Before and After School Program

Disclaimer: Steps 1 and 2 of this policy renew every school year. If child has had their care terminated, they will not be allowed to re-enter the following school year.