

## Incident Reports

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 the staff at the highest priority.

We use positive guidance techniques in guiding children's behavior 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/guardians 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/guardians signature; however should a parent/guardian feel they do not want to sign the report. The report is still valid for use in further behavior 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 staff/child (ren)  
**or**  
3 incidents of physical harm to staff/child (ren)/property  
**Or any combination that equals to 3 reports**

Step 1:

Meeting with Heidi & leadership person (staff involved will be invited to attend if comfortable), parent and child. Appropriate resources will be provided to parent/guardian regarding child's behavior, and action plan will be made in conjunction with these resources. Heidi and parent/guardian will sign the action plan and the Dawn and Dusk Code of Conduct will be reviewed. The Board of Directors will be informed of action plan.

Step 2:

Should the child's disrespectful or harmful behavior continue, a warning will be issued by the director and a member of the board of directors, this warning will state that after one more incident of disrespectful or harmful behavior the child will be suspended from care for 3 consecutive days.

Upon return to the centre and its care the director, parent and child will have a "re-entry meeting" this meeting will review the expectations and code of conduct.

Step 3:

Next incident of disrespect to a staff or child or act of physical harm to another staff, child or property will result in termination of care and the child will no longer be allowed to attend Dawn and Dusk Inc.

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.