

Voluntary and Involuntary Withdrawal of Children

POLICY:

If a parent decides to voluntarily withdrawal his/her child from the Head Start program, every attempt is made by Head Start staff to determine the cause. All feasible attempts are made to maintain a child's enrollment in the program.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.15, 1302.16, 1302.17*

PROCEDURE:

1. When Head Start learns a parent is considering withdrawing their child, an attempt to determine the reason is made. Staff will work with the parent to eliminate or reduce any problems identified relating to the potential withdrawal of the child and will encourage the parent to allow the child to remain in the program. The only exception is when a child is to be withdrawn due to medical reasons and remaining in the program would be detrimental to the child's health. Staff will try to persuade the parent(s) to postpone a final decision regarding withdrawing the child until all attempts to solve any problems are exhausted.
2. Staff will make the initial contact to summarize the initial meeting contact on a Family Contact Form.
3. If applicable, the family advocate will make a home visit to determine if the parent(s) will allow the child to remain in Head Start. A resolution of any conflict or problems concerning the family or child is then suggested by the family advocate. A presentation about benefits the child derives from remaining in Head Start is made at this time. Documentation of this conference is made by the FA on the Family Contact Form and then placed in the Family Visits section of COPA.
4. The family advocate informs the child's teacher of the conference and whether the parent has been persuaded to allow the child to remain in Head Start. A careful review of the parent's concerns or reasons for considering withdrawal is discussed between the FA

and the teacher. Documentation of the FA/teacher conference summarizing the problem is completed.

5. If the parent(s) still insist on withdrawing the child from the program, the teacher and family advocate proceed with the withdrawal procedures. Documentation of withdrawal is recorded and entered into COPA.
6. Final approval of the withdrawal is made by the Head Start Director after ensuring everything possible has been done to prevent the child from withdrawing.
7. In certain situations, it may be necessary for a child to be involuntarily withdrawn from the Head Start program.
8. Children with behavior issues will not be expelled from the program. The decision to suspend a child from the program will only be made in the most severe of cases (danger to himself or others) and will only be temporary.

Factor Warranting Withdrawal

1. Irregular Attendance
 - ◆ If a child is consistently absent without a medical reason or a valid cause, he/she may be withdrawn from the program if it is determined that all attempts by family services staff to eliminate attendance obstacles have failed.
2. Extreme Health Problems
 2. If a child has a communicable disease such as tuberculosis.
 3. If being in the program daily is professionally declared medically harmful to the child.
3. Failure to provide documentation of immunization or refusal to begin and maintain immunization schedule.

Steps Prior to Involuntary Withdrawal

1. Home visit (if parent will allow) is made by the teacher and/or family service staff to determine any problems.
 - ◆ Every effort is made to explore all variables.
 - ◆ Documentation has been presented.
 - ◆ Alternative resources with other agencies have been discussed.

Steps for Involuntary Withdrawal

2. Parents will receive an official notice of withdrawal from the Head Start Director which includes:
 - ◆ Reason for withdrawal
 - ◆ Date and signature of the Head Start Director

Approved by the Policy Council, March 2017