



Superior YMCA Before School Program Family Handbook



Revised August 2024

Dear Before School Care Families,

We would like to welcome all families to the YMCA Before School Care program. This is a program of the Superior Douglas County Family YMCA in partnership with the Superior Public Schools. We look forward to a great year at all of our centers. Please read and retain this handbook for future reference.

The Before School Program provides a safe and supervised environment for youth, 4K-5th, grade to receive educational support and participate in enrichment activities. Program goals include fostering learning, development of life skills, and providing year-round fun opportunities.

BEFORE SCHOOL PROGRAM CONTACT INFORMATION

Please do not hesitate to contact us if you have any questions or concerns.

Site	Phone	Address
Bryant	715-392-5611 ext. 101	1432 Central Ave.
Cooper	715-392-5611 ext. 101	1807 Missouri Ave
Great Lakes	715-392-5611 ext. 101	129 N 28 th St E
Northern Lights	715-392-5611 ext 101	1201 N 28 th St
Billing and Registration	715-392-5611	Superior YMCA 9 N 21 st St.
Program Director/Information	715-392-5611 ext 101	Superior YMCA 9 N 21 st St.

For more information about the Before School Care Program, please visit <https://superiorymca.org/before-school-care>. For more information or to report concerns or complaints contact the Program Director at 715-392-5611 ext 101.

PROGRAM HANDBOOK DEFINITIONS

Youth Development Director: The person who oversees the Before School Care program along with the leadership team. This is your main contact for any program questions and information.

Before School Care Coordinator: The main contact at each Before School Care location. This person will be your day-to-day contact about programming at your child's site.

Leadership Team: Consists of the Senior Program Director, the Youth Development Director, and the Before School Care Coordinator of the Superior YMCA.

The Site: The specific location (Superior School District elementary buildings) where the youth are participating in the Before School Care program.

Billing and Registration: Your main contact for anything related to billing and registration for Before School Care. To register and for billing information, please go to <https://superiorymca.org/before-school-care>.

DCF State Licensed: The Department of Children and Families (DCF) is responsible for licensing and monitoring childcare centers that participate in the WI Shares Assistance Program. Licensing helps protect the health and safety of children by requiring that providers meet minimum standards for care and physical environment.

PROGRAM HOURS & TYPICAL DAY

School Year Program:

Monday-Friday from 7:00am-8:40am

Start	End	Activities
7:00 a.m.	7:45 a.m.	Check-in (Free Play in the Cafeteria/Gym)
7:45 a.m.	8:15 a.m.	Playground
8:15 a.m.	8:40 a.m.	Breakfast and Dismissal to School

REGISTRATION, BILLING, AND PAYMENT

A non-refundable \$35.00 registration fee is due at time of enrollment. Families must have completed all registration forms and fees before their child can begin at the Before School Care program. To register for the program, please go to <https://superiorymca.org/before-school-care>.

A family can only use before school care at the elementary site that their child attends.

School Year Before School Care Payments:

Payments are made by automatic bank draft or credit card draft through your online registration account through Daxko on the first of each month. If you need other payment methods, please call 715-392-5611 ext 101 or email AR@superiorymca.org for support

Full Time	5 days/week	\$66.00/month/child
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Please save your registration summary when enrolling to have the weekly billing amounts. Monthly invoices will not be generated in the current software system. All families will only receive an emailed invoice from the Superior Douglas County Family YMCA, if there is a past due balance on their current childcare dates.

Families are expected to pay by the due date. If you are having difficulties keeping your payments current or have questions about scheduled payments, please call the billing office at 218-722-4745 x140 to make payment arrangements and/or ask about financial assistance information.

Families will be charged a \$10 late fee on next month's bill if the amount due is received after the 15th of the month. **If payment is 2 months past due, you will receive a last day notice, which is effective immediately. Your child(ren) will no longer be able to attend the Before School Care program.**

There is also no guarantee that your child(ren) may re-enter after the bill is up to date as there may be a waiting list at the site that your child(ren) attends. If you receive WI Shares, your payments from the county will be delayed so only the portion of the caregiver's responsibility must be paid by the due date.

Due to the high volume of families we serve, it is Before School Care's expectation that you take full responsibility for paying your bill on time and also to contact the billing office with any concerns that may arise regarding your monthly bill and payment.

Families pay their balance through our auto deduction system by credit card monthly. Receipt of payments and our federal tax identification number can be retrieved through the online system. If you need to make other arrangements, please contact our billing office at 218-722-4745 x140.

WISCONSIN SHARES ASSISTANCE PROGRAM

The Superior YMCA will send you an invoice at the beginning of every month for the outstanding balance. Please be advised that the county payments are often behind on their periods of service payouts and the bill may not reflect all periods of service that we have received payment on from the county.

All WI-Shares families must fill out a "WI-Shares Families Payment Agreement" that will be provided upon verification of WI-Shares authorization for the site. It is the caregiver/guardian responsibility to:

- Know what you have been awarded from the county.
- Know your co-pay amount.
- All communication with the county is the responsibility of the caregiver(caregiver/guardian).
- The county is not allowed to share information with us beyond your awarded amount of coverage.
- Pay balance in full.

Please notify your case worker directly that you are utilizing the Before School Care program for care and what specific school site your child(ren) will be attending. Before School Care has a child care provider number with Douglas County. Families must do this at the beginning of the school year, and when the summer program begins if switching to a different location. It's very important that you select the right location so your authorization and payments are not delayed. We can assist you with your provider number as needed.

WAITING LIST

Due to our state licensing and ratio requirements, youth may be put on a waiting list until additional staff are hired and we are safely able to run the program at the site. Once we are able to enroll more youth into the program, caregiver/guardians will be contacted.

WITHDRAWING FROM PROGRAMMING

The school year program requires a two-week written notification from the last day you would like to be enrolled in our program. Without such notice, two weeks' tuition will be charged. If families leave our care owing a balance and do not pay on departure, we reserve the right to turn the balance over to our collection service.

DROP-OFF/RELEASE

Youth must be signed into the program by an adult. Because youth are released to the school at the end of the program, all families must fill out the alternate release agreement as part of their enrollment packet.

IS OUR PROGRAM THE RIGHT FOR YOUR CHILD?

To ensure your child is successful in our program, they must be able to do the following:

- **The child can stay with the group at all times.** For the safety of all in the program, we must stay in ratio. Children that elope from the group pull staff out of ratio.
- **The child is able to participate in structured activities and transition independently.** We are not able to provide one-to-one or small group support. We are in ratios of 10-18 children to one (1) staff member.
- **The child is toilet trained and can use the bathroom without assistance.** We are not able to provide support in the bathroom and/or change soiled clothing.

If your child is not able to follow the areas above, they may be removed from the program. If a child is removed from the program, families will still be responsible for the weekly/monthly fee.

SUPERVISION STAFF TO YOUTH RATIOS

The Before School Care program follows state licensing requirements for staff-to-child ratio which is 1:18, however, we try to limit group sizes to 15 children per adult during programming.

Families who have children with special needs are welcome to attend the Before School Care program. Our program cannot provide one-to-one care for children who benefit from individualized care during the school day, and staff do not have additional training to support all abilities. It is a requirement of our program that all youth are toilet trained and can use the bathroom without assistance. If your child needs accommodation and/or has an Individualized Education Plan*(IEP) during school hours, please contact the site coordinator at your child's site prior to starting the program. Families may also want to contact family support services for additional support or school district leadership for more resources.

*Please note that most IEPs do not extend outside of school hours and we do not have access to them without a caregiver/guardian request. Although the Before School Care programs are run in the Superior School District elementary schools;

we do not have the same requirements, access to staff, and additional resources as during the school day.

STAFF TRAINING

Before School Care staff are trained annually on the following items: health and safety standards, child development, and emergency preparedness. All new staff are provided orientation within 14 days of their start date. Before the completion of orientation, a staff person is supervised while providing direct care to a child. Staff are required to be certified in CPR and First Aid.

MANDATED REPORTING

We are all mandated reporters. Anyone who knows, has reason to believe, or suspects abuse or neglect is occurring is obligated to make a report to the Douglas County Human Services. It is a misdemeanor to fail to make a required report. (Required by DCF)

ORIENTATION

Orientation to the Before School Care programs will be handled through the Family Handbook. All communication will be via email, Brightwheel, or newsletters. If you ever have any questions, concerns, or input, please do not hesitate to contact the Site Coordinator at your child's school.

ILLNESS

If your child develops a fever or becomes sick while attending the program, staff will contact the caregiver/guardian to plan to take your child home. Your child will rest under supervision until you or the person you designate to pick them up arrives.

If your child has a contagious illness, please keep them home until a medical professional determines they are no longer contagious. Please alert the site coordinator of a contagious illness so we can notify other participants in the program confidentially (no names). As a state licensed program, this is a requirement, and families must follow these instructions.

CHRONIC HEALTH CONDITIONS

Staff must be aware of any children with chronic health conditions (i.e. asthma, diabetes, etc.). Please note any special conditions on the enrollment form so staff members are aware.

MEDICATION (REQUIRED BY DCF)

Ideally, prescription and nonprescription medication will be given to the child(ren) by the caregiver/guardian prior to attending the program. If your child needs to

take medication while attending the program, please contact the Site Coordinator to make these arrangements. Any medication, prescription or nonprescription, must be sent to the site in its original container and labeled with first and last name, **accompanied by a medication permission slip.**

If your child has an EpiPen or inhaler, please provide one to the site coordinator to be kept at the program. DCF state licensing guidelines require these items to be out of reach of any youth and we will store all medications in a locked location. Medication, including EpiPen's and inhalers, cannot be stored in a child's backpack.

ALLERGIES (REQUIRED BY DCF)

If your child suffers from any type of allergy, please share this information on the enrollment forms. Please include the following information:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction
- Procedures for responding to an allergic reaction including medication, dosages, and a doctor's contact information.

IMMUNIZATIONS (REQUIRED BY DCF)

DCF state licensing requires that each site has current immunization records for each child in our program. Families must submit prior to the first day of attendance. The program must have records or an exemption form on file prior to your child starting the program.

GROUP SAFETY AND BEHAVIOR

Before School Care staff work to help all youth feel comfortable and confident, and to keep the program physically and emotionally safe for all children. In the event an intervention is necessary, the following steps are taken:

- **1st Time:** *Verbal Warning.* The child will be reminded of the expectations and guidelines for behavior.
- **2nd Time:** *"Think Time."* The child will be asked to sit out of the activity and will be reminded of expectations and guidelines. Redirection or guidance into a more positive activity will be provided. The child will always be supervised.
- **3rd Time:** *Removal from program area.* The child will be removed from the activity area for the day(s) and caregiver/guardians will be notified.

Potentially dangerous or inappropriate behaviors will result in immediate removal from the program and the caregiver/guardian will be called to pick-up the child. A behavior plan may be discussed with the guardian. Our staff are trained in behavior

management skills and active supervision techniques but are NOT trained in doing holds or physical restraints. Staff will only intervene physically in an emergency. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

PLAYGROUND SAFETY

The youth are aware of these rules as they are the same rules they are expected to abide by during their school day recess time. Please remind our youth to follow these.

general rules:

- youth are to speak and show respect for self, other youth and playground staff at all times. Be kind to one another, and no bullying.
- No food or drink is allowed on the playground.
- Follow directions given by staff the first time.
- No throwing/kicking dirt, sand, bark, sticks, snow or ice.
- youth are to keep their hands, feet and bodies to themselves. No rough play is allowed. This includes hitting, tripping, pushing, shoving, kicking, wrestling and unwanted chasing.
- youth cannot leave the designated boundaries of the playground without staff permission
- youth cannot hide from staff
- youth will follow playground equipment rules according to the school district's policy: sit on swings and do not twist them, slide feet first one at a time, no climbing up slides, no pushing off or lifting other youth on equipment, not climbing on equipment not designed for climbing, only those that can reach zip line may use it, no climbing on top of monkey bars.

BEHAVIOR RUBRIC

Our behavior rubric shows a detailed description of the out of school time behavior procedures. Behavior plans will be created according to the individual circumstances on a case to case basis. Documented behaviors and strikes will follow with a child to all Out of School time programs. ***Please see the full behavior rubric at the end of this document.***

ACCIDENTS

Before School Care staff members are trained in First Aid and CPR. If an accident occurs, First Aid will be given immediately, if necessary, the child will be transported to a hospital, accompanied by a staff person. ***Please be sure Before School Care has your current work, cell and home phone numbers on file so you can quickly be notified of an emergency. Please have updated numbers for emergency contacts too.***

MINOR INJURY REPORT

A minor injury is one that can be handled by our staff without calling for help.

Staff will do the following:

- Apply First Aid as needed. Be sure that any open cut or scrape has been washed with soap and warm water.
- Apply an ice pack to any minor bump. They will report any bumps to the supervisor, and caregiver/guardians.
- Staff will fill out an incident form to send home with the child and tell the caregiver/guardian of the accident.

MAJOR INJURY REPORT

A major injury is one that requires a call for help, or a doctor's visit or any injury beyond the staff's skills.

- We will call 911 if we feel it is necessary.
- We will do our best to bring the injury under control and make the child as comfortable as possible.
- We will call the caregiver/guardian. If unable to reach the caregiver/guardian, we will call the other authorized people on the child's emergency card.
- We will do our best to keep the child calm and have another staff person keep the other children away and busy.
- The site coordinator will call the child's caregiver/guardian during evening hours to check on the status of the child.
- Incident reports will be filed with the YMCA, school district, and state, if required.

POISONING

All poisonous substances will be kept out of the reach of children. This includes medications, cleaning substances, and toxic paint and chemicals. All medications and toxic substances must be clearly labeled containers listing the ingredients and the necessary precautions and antidotes. In case of a suspected poisoning, staff will call Poison Control at (800) 222-1222.

RUN AWAY POLICY

If a child leaves the designated area without permission from the staff, these procedures will be followed. When possible, staff should stay with the child or keep them in a visible line of sight to ensure other youth are safely supervised. If unable to leave the space, they will contact the site coordinator or lead staff for additional support.

If the child's location is unknown, a staff person(s) will look for the child in logical places around the school/site (bathrooms, playgrounds, classrooms, etc.). If a child cannot be found, staff will contact the site coordinator immediately, who will then contact the caregiver/guardian and then call 911 if necessary for assistance in locating the child.

A complete description should be put together. Expand search using available staff on foot, car, etc.

When the child is found, staff will explain the seriousness of the matter and consequences and problem solve with the youth. When possible, your child will be allowed to return to the program. If the child refuses to return to the room, the caregiver/guardian will be notified and asked to pick up the child. If a child leaves the building, staff should try to keep the child in sight. We will then contact the caregiver/guardian immediately.

It is up to the site coordinator and program director whether the child should be dismissed from the program or if further action is required for participation within programming.

GUARDIAN ACCESS (DCF Requirement)

An enrolled child's caregiver or legal guardians are allowed access to the caregiver's or legal guardian's child at any time while the child is in care. Caregivers/guardians are welcome to come visit the program at any time. If you want to view the program for a longer time, please contact the Site Coordinator before the date of arrival. Any guardian with physical custody of a child may pick up the child. If there is an Order of Protection that denies a guardian to pick up, legal documentation must be provided to Site Coordinators.

Anyone not a current employee of the YMCA should be accompanied by one during any site visit.

DATA PRIVACY PROVISIONS

The Before School Care Program is offered in collaboration with the Superior School District and uses the same platform for information sharing with families. Therefore, the school district will have some access to child information such as name, age, family contact information, etc.

TRANSPORTATION

It is the caregiver's/guardian's or other authorized adult responsibility to transport their child to the program each morning. Child will be released to the school at the end of the program. An alternative release form must be on file for each participant in order to be released to school.

SHELTER IN PLACE

Youth are kept inside the building because of severe weather or other identified emergencies. During a lockdown, youth are secured in areas within the building because of danger inside or outside. Only law enforcement can enter or leave the building.

EVACUATION OFF SITE

When the school building or grounds are unsafe, youth are moved to an alternate location. When youth are moved, they are under staff supervision. Please listen to local TV/Radio alerts stations or look online for up-to-date information and directions. Staff will try to call families to inform them of procedures to pick-up children. Each school district site has a planned off-site evacuation location. Please ask your site coordinator where this location is for your child's school.

INCLEMENT WEATHER/SCHOOL CLOSING

When schools close due to inclement weather, Before School Care programs close as well. School closings are announced on the radio and T.V. Stations and we will send an announcement through the Brightweel App.

COMMUNICATION

Before School Care staff is committed to providing open, two-way communications with families. Before School Care will also use school and program newsletters, emails, and a communication app (Brightwheel) to share information regularly.

Our communications will be respectful and shared in a timely manner. We all want what is best for your child, and the best way for us to do our job is if we have open and respectful communication with our families. We also expect that our families are open and respectful with our program staff. Face-to-face is generally the best way to communicate, but when we want to share information with families, it is more efficient to email or send letters home.

Please feel free to speak with Before School Care staff any time with questions, feedback and ideas. The Before School Care staff will be happy to talk with you. We value your thoughts and opinions about our program, and we want to make your child's experience as positive and fulfilling as possible. If you are concerned about issues that happen at your child's program, first contact the Site Coordinator at your site to discuss them. If the issue does not get resolved, the Site Coordinator will then direct you to the program Director.

Any communication that goes against YMCA policy and values can lead to removal of a child from the program.

GRIEVANCES

Written Complaint Required for Formal Process

Verbal complaints are encouraged, particularly for issues that may be easily and expeditiously resolved, but a written complaint is required to initiate this grievance process.

To ensure a timely and effective response, complaints should include the following information to the

extent possible:

1. The name(s) of individuals involved;
2. The Date(s) the behavior occurred;
3. The name(s) of any known witness(es);
4. A summary of the conduct meriting the grievance including:
 - a. The behavior complained or and/or the alleged policy or legal violation(s);
 - b. Direct quotes when relevant and available; and
 - c. Any relevant documentation.
5. The remedy sought by the person making the complaint.

Timeline: Youth or families who themselves have complaints or who are aware of behavior meriting a complaint must provide the above described written complaint via email to their Youth Development Director or Senior Program Director within 5 – 10 business days. The Youth Development Director or Senior Program Director will meet with the person who reported the information to hear their concern and attempt to resolve the complaint within 5 – 10 business days. Following that meeting, the Youth Development Director or Senior Program Director will provide a brief written response to the person who brought the complaint that includes brief written findings on the issues raised and relief sought. This written response will be provided within 5 – 10 business days of the meeting. If the person filing the

grievance is not satisfied with the written response, the individual may submit an appeal to the District Vice President. The District VP will follow up with the person filing the grievance within 5 – 10 business days to hear the concern and attempt to resolve the complaint. Following this meeting, the District VP will provide a written response within 5 – 10 business days of the meeting.

Investigation: Any employee of the Superior Douglas County Family YMCA that receives a written grievance will thoroughly investigate the issues raised and will protect the privacy and confidentiality of all parties involved to the extent possible by law. All parties must cooperate with the investigation. If the Superior YMCA determines a violation of policy or law has occurred, the Superior YMCA will take appropriate action, up to and including termination and notification of external authorities.

Retaliation: The Superior Douglas County Family YMCA strictly prohibits retaliation against any person for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the Superior YMCA or a federal or state law enforcement agency or court. Any suspected retaliation should be reported to the Branch Executive, the District VP, or the HR Director immediately after becoming aware of it. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated. If a retaliation report is valid, the organization will take appropriate remedial action, including discharging the individual(s) responsible. This organization will not retaliate against any person for raising a complaint and will not knowingly permit retaliation by management or other employees.

WEATHER AND OUTDOOR PLAY

We try to play outside every day for at least a half an hour and often for longer. During the winter months, Before School Care follows district weather advisory guidelines and we stay inside if the weather is below zero or there is a wind chill of -17. Please send your child with hats, mittens, jackets, snow pants, and boots daily. If your child needs any gear, please reach out to your Site Coordinator or school officials.

PERSONAL ITEMS (toys, cards, electronics)

Please leave valuable toys and other items at home. If the Site Coordinator gives permission for personal items to be brought to the program, clearly label those items with your child's name. Leave cell phones, handheld games, iPods or other electronic devices at home. If they're brought to the program, a staff member will hold them until the end of the day and return them to the caregiver/guardian. Before School Care is not responsible for items lost, stolen, or damaged when brought to the program.

Thank you for being a part of the Before School Care program!

Out of School Time Behavior Rubric

Behavior	Step 1	Step 2	Step 3
<p>Mild Behaviors (Any behavior that demonstrates a lack of respect for the feelings and well being of others)</p> <p><i>Repeated incidents such as:</i> name calling, mocking, put downs, rude gestures (eye rolling, dirty looks, sighing), taunting, spitting, refusal to participate, being disrespectful, and related behaviors.</p>	<ul style="list-style-type: none"> • Conversation about behavior/choices • Conference with victim if necessary • Remind child of expectations • Form of apology 	<ul style="list-style-type: none"> • Conversation about choices • Take a break from activity • Complete think sheet or behavior plan • Logical consequence (e.g. disobeying rules that group set up; going up slide the wrong way = can't go on slide for remainder of day) • Staff documents incident on behavior sheet • Staff talks face-to-face with caregiver about repeated behaviors and caregiver sign form 	<ul style="list-style-type: none"> • Removal from program area • Removal from Program for remainder of day, Staff calls caregiver to pick up child from program • Form of apology • Personal Behavior Plan developed by staff or SC (and possibly the child) • Staff documents incident • Staff talks face-to-face with caregiver about repeated behaviors and caregiver sign form
<p>Moderate Behaviors</p> <p><i>Repeated incidents such as:</i> damaging property, incidents of rough play, exclusion, gossip/ spreading rumors, insults, negative written notes, negative behaviors toward a specific person, minor physical harm, restraining others, throwing objects, swearing/inappropriate language, and related behaviors.</p>	<ul style="list-style-type: none"> • Personal Behavior Plan developed by staff or SC (and possibly the child) • Form of apology • Staff documents incident • Staff talks face-to-face with caregiver about behaviors and caregiver sign form <p>Date: (possible) Strike given: #</p>	<ul style="list-style-type: none"> • Review/modify Personal Behavior Plan • Possible removal from Program for remainder of day plus additional days of suspension depending on severity of incident # of days suspended: _____ • Staff documents incident <p>Date: (possible) Strike given: #</p>	<ul style="list-style-type: none"> • Possible removal from Program until the following school year • Staff documents incident • caregiver and SC meet before the child can return to the program. Depending on the age/maturity of the child, they will be included in the meeting. <p><i>SC and OST Director Facilitates</i></p> <p>Date: (possible) Strike given: #</p>
<p>Severe Behaviors (Any behavior that may cause injury or is a safety issue to self or others)</p> <p><i>Repeated incidents such as:</i> biting, harassment (racial, ethnic, gender, or religious), stealing, hitting, kicking, punching, repeated/chronic failure to comply with rules, vandalizing, verbal or written threats, slapping, grabbing, hair pulling, kneeing, damaging property, stabbing with materials, exposure of private body parts, eloping/leaving/hiding from program, stomping on/jumping on others, throwing object with intent to hurt, repeated/chronic moderate behaviors, and related behaviors.</p>	<ul style="list-style-type: none"> • Personal Behavior Plan developed or reviewed by staff or SC (and possibly the child) • Possible removal from Program for remainder of day plus additional days of suspension depending on severity of incident # of days suspended: _____ • Staff documents incident • Staff talks face-to-face with caregiver about behaviors and caregiver sign form <p>Date: (possible) Strike given: #</p>	<ul style="list-style-type: none"> • Possible removal from Program for remainder of day plus additional days of suspension depending on severity of incident # of days suspended: _____ • Staff documents incident • Staff talks face-to-face with caregiver about behaviors and caregiver sign form <p>Date: (possible) Strike given: #</p>	<ul style="list-style-type: none"> • Child is removed from Program and is not able to return • Staff documents incident • SC talks face-to-face with caregiver about behaviors and caregiver sign form <p><i>SC and OST Director Facilitates</i></p> <p>Date: (possible) Strike given: #</p>

*SC = Site Coordinator

Please note the following exceptions and additions:

- Threats of harm to self or others will be dealt with immediately on an individual basis in relation to severity.
- The severity of each incident will be individually evaluated and may warrant variance from the rubric as determined by the Site Coordinator.
- Multiple infractions in close proximity may result in additional consequences as determined by the Site Coordinator.
- Staff retains the right to remove any participant from program or call 911 if safety of program/ program participants/staff is jeopardize
- After a second strike accrues, it might be suggested that the child is temporarily removed from program so they can return at a later date
- Behavior rubric and any behavior plans created will follow child throughout their enrollment in all OST program