



It's always a relief to know that the less-than-perfect behaviors are a very normal part of growing up. However, disruptive or hurtful actions cannot be allowed at our center. **Our policy is now as follows:**

**First time sent up to the office: 15 minutes to calm down, think about behavior, and return to classroom.**

**Second time sent up to the office the same day: Parent is called and speaks with the child to try and get the behavior under control. If child fixes behavior they may return to the classroom.**

**If child is not cooperating or fixing behavior parent will be called and asked to pick that child up. If they are not able to pick them up within the hour, we will begin calling people from your emergency list.**

**If child is still not picked up within the hour, the child will not be allowed to return to the center the next day.**

Please let us know if you have any questions. Thank you!

ELC Administration