

Hoover Intergenerational Care, Inc. Termination Policy

Reasons for Termination of Child Care Services:

1. Delinquent fee or failure to comply with a plan of payment of **delinquent fees**.
 2. Failure to provide eligibility or need information upon written request by contractor.
 3. Expiration of 60-day seeking employment period.
 4. Excessive **unexcused absences (5 or more)**, i.e., (a) Any absence when no reason is given or when there is no clear indication of the reason, such as, child is “sick”, or “didn’t want to come”. (b) Absence due to automobile failure when there is alternate means of transportation available. (c) Parent works or attends school three days a week and stays home with child the other two days. (d) Child stays home due to bad weather. (e) Vacations out of state or country longer than 10 days.
 5. Failure to **cooperate with center personnel** so as not to disrupt the smooth and efficient operation of the program, will result in immediate termination.
 6. Failure to follow the required procedure for **signing in and out**, i.e., full signatures, and time of arrival and departure.
 7. **Late drop off will result in change of contract hours or termination if tardiness is excessive.**
 8. **Late pick up:** Children who are picked up after contract hours (as stated on your Notice of Action) could result in your child being placed in the custody of a protective agency. Three late pick-ups will result in **Termination**.
 9. Failure to notify and or making **false statements** regarding family, financial status, employment or health and safety information relating to eligibility or need, will result in **immediate termination**.
 10. Failure to follow H.I.C.’s and Referral Agency’s recommendations **will result in immediate termination**.
 11. The disruptive conduct of a **Child, Parent, or Authorized Guardian** that interferes with the efficient **operation of the program**, constitutes grounds for immediate termination.
- Health and safety violations by parent, child or authorized adult** will result in immediate termination at the time of incident.
- 12. Failure to follow Center’s COVID-19 guidelines will result in immediate termination.**
12. The failure of parent/ guardian to respond promptly when requested to remove child from center because of **child’s illness** and or disruptive behavior.
 13. Not providing **proof of grades** at end of each semester.
 14. Bringing **disallowed items** to the Center will result in a **warning**.
 15. **Failure to supervise children** on the Center’s premises after signing out for the day.
 16. Failure of parent to provide agency policy information to all authorized adults who may deliver or pick up your child will result in a **warning**.
 17. Hair beads, Jewelry including Hoop Ear Rings is not allowed. **Warning** (We do not compensate for lost items).
 18. **Failure to Follow Parking Policies.** Park in available Parking Space. Use Meters (front of building). Use Meters on 32nd Street. Do Not Block or Park in the Handicap Space (A City Fine of \$330 will be assessed). Park at Hebrew Union College on Field Trip Days & Parent Meeting when requested.

NOTE: Termination after third warning of infraction.

Termination Policy Revised ~~5/15/15~~12/1/2020 **Parent Copy** _____ **Office Copy** _____

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I hereby acknowledge that I have received and reviewed with center's Policy information regarding the H.I.C.'s Program which includes:

- *Parent's Rights* *Notice of Action*
- *Personal Rights*
- *Appeal Rights*

I further acknowledge that I have received and reviewed with center personnel the following causes for **TERMINATION OF CHILD CARE SERVICES:**

I declare under penalty of perjury that this information is true and correct. I understand that I may be prosecuted for fraud and required to pay any money resulting from false or incorrect information provided herein. Legal action can result in penalties of a fine, imprisonment or both.

Name of Child(ren)

Hoover Intergenerational Care, Inc.

Parent /Guardian Signature

Date

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