

## **Lorissa Learning Lab LLC Behavior Policy and Transition Plan**

Lorissa Learning Lab is a diverse and inclusive learning environment where all children have the opportunity to play together or alone.

Lorissa Learning Lab provides Early Intervention Services through Early HeadStart/HeadStart. Developmental Screenings are given within the first 90 days of receiving a child and every six months thereafter. The developmental screenings are given to make sure the children are developing correctly according to their age. These screenings are documented and kept at the Group daycare home, with Early HeadStart/HeadStart, CPS, and the parent is also given a copy.

If the developmental screening shows that a child needs intervention, and the child is 0-3 specialists will come to the Group Childcare home, but if the child is 3-5, the child will be referred out to CPS (Chicago Public School) for services.

Lorissa Learning Lab also has the parent complete the DCFS application during the intake period which allows program to obtain information about the child such as their strengths and needs and any other information of importance. We continuously communicate with parents about the children and ask parents to keep us abreast of any behavior/concerns they may have about their children.

Lorissa Learning Lab has a Behavior Policy that is implemented if children are misbehaving and/or harming another child and redirecting the behavior is not working. Our Behavior policy is to help with a child's extreme misbehavior before transitioning the child to another childcare program.

The Behavior policy consists of using a Behavior log to log the child's behavior. The Behavior log will show the type of behavior, the time the behavior occurred, the date of the behavior and the action that was taken to redirect the behavior. A conference will also be scheduled with the child's parent and the provider to create a Behavior plan for the child. This plan will go into effect immediately and will be in place for two weeks. If there is no improvement in the child's behavior after a two-week period, the parent and provider will start the transition process to find a better fit for the child.

The Transition policy consists of Lorissa Learning Lab LLC using all of its resources to help the parent find a better fit for the child. Resources from Action for Children, Supporting Professionals Network Association, HeadStart, Professional resources such as the child's medical physician and Mental Health Specialist.

Lorissa Learning Lab will work with the parents throughout the transition process to help find a program that best fits the child and parent's needs. We will work with the parent and new

program to transition the child as smoothly as possible, and make sure all services are continued and meet the child's needs.

All parents have the right to withdraw their child if the childcare program is not a good fit. The parent must submit a written statement for the withdraw and it will be kept on file, if a letter is not received from the parent the provider will include a document and include the requester's name and relationship to the child, and the date of the withdrawal. It will also be signed and dated by the provider.

All documentation for children that transition out of Lorissa Learning Lab will be collected and reported annually to the Illinois State Board of Education.