



# MEMORANDUM

FY16 No. 2

July 5, 2016

To : All CCDF Provider

From : CCDF Administrator

Subject: CCDF Policy on Preventing Expulsions, Suspensions, and other Limitations in Services

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Effective June 1, 2016 as of the approval of the CNMI State Plan for FY 2016 to 2018, all CCDF providers must ensure to comply and incorporate policy on Preventing Expulsions, suspension, and other limitations in Services in their respective policies and procedures.

Effective September 1, 2016 all CCDF Providers must be in full compliance of this policy. CCDF Program will use STANDARD 2.2.0.8: Preventing Expulsions, Suspensions, and other Limitations in Services as described in the Caring for Our Children National Health and Safety Performance Standards Guidelines for Early Care and Education Programs to address Expulsion, Suspension and Other Limitations in Child Care Services

All CCDF providers “should **not** expel, suspend, or otherwise limit the amount of services (including denying outdoor time, withholding food, or using food as a reward/punishment) provided to a child or family on the basis of challenging behaviors or a health/safety condition or situation unless the condition or situation meets one of the two exceptions listed.”

The only possible reasons for **considering** expelling, suspending or other limiting services to a child on the basis of challenging behavior are:

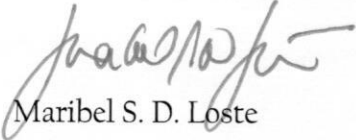
1. Continued placement in the class and/or program clearly jeopardizes the physical safety of the child and/or his/her classmates as assessed by a qualified early childhood mental consultant **AND** all possible interventions and supports recommended by a qualified early childhood mental health consultant aimed at providing a physically safe environment have been exhausted; or
2. The family is unwilling to participate in mental health consultation that has been provided through the child care program or independently obtain and participate in child mental health assistance available in the community; or
3. Continued placement in this class and/or program clearly fails to meet the mental health and/or social-emotional needs of the child as agreed by both the staff and the family **AND** a

**different program that is better able to meet these needs has been identified and can immediately provide services to the child**

All CCDF Providers are expected to document all steps taken to address challenging behaviors and to make available these documentations with the parents and CCDF Office. These documentations may include but is not limited to meeting with staff and parents, observation notes, communication with CCDF Office, etc.

For a complete description of this policy, please refer to page 73 of the Caring for Our Children 3<sup>rd</sup> Edition of the National Health and Safety Performance Standards Guidelines for Early Care and Education Programs.

For your attention and compliance.



Maribel S. D. Loste

Cc: Provider's File  
Child Care Licensing Program

Receipt by Provider:

\_\_\_\_\_  
Name of Center

\_\_\_\_\_  
Location

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date