

## How Do I Say I Can't Serve Your Child?

- 5 tables, 10 participants each
- Assign each person an expert group before the move (Group 1, 2, 2, 3, 4,5)
- The case study is with each facilitator , on the back is the process of disenrolling a child in the 5 steps
- Prepare a handout for all of the suggestions for each of the 5 steps
- Schedule
  - Introductions **Wilma** –
  - What the workshop will be about:
- This workshop will address the complex decision-making process that occurs when a program is unable to serve a child. We will focus on aspects of the decision making process: The 5 groups are:
  - **Supporting the child exhibiting challenging behaviors** (family communication, direct observation, medical and nutritional consideration, culture & language issues, primary caregiver, trust, temperament, sensory issues, conflict management skills, re-evaluate environment)
  - **Supporting the needs of the other children, families, and classroom staff** (Safety, administrative support, family anger, classmates' treatment of the child)
  - **Process of making the decision of whether or not program can meet child's needs** (who is involved in making the decision, family communication, documentation, screening instruments, direct observation, parent conference, medical and nutritional consideration, culture & language issues, professional consultation, team meetings, legal issues). Perhaps combine 3 and 4.
  - **Follow through after decision - compassionate transition** (team planning for communication with family, timeline, affirmation process for child, collect resources for family)
  - **Aftermath - addressing feelings of loss and/or sense of failure for and administration, confidentiality, support processes for child's classmates, families, staff and administration**
  - Small group discussions will be facilitated. Participants will be invited to share strategies that they have found helpful.
  - Structure of workshop -
    - Time frames
    - Chimes
    - importance of moving quickly
    - structure is to afford each participant the opportunity contribute and ask questions
    - Home group and expert group concept

In the home group facilitators will pass out the expert group assignments and explain how they are going to bring back to the home group their expertise and choose how they are going to handle the case. The cases will be presented to the whole and time for questions and conclusion

- Read the scenario –
- **15 min.**
  - Facilitators pass out assignments
  - Participants move to expert groups
- 20 min
  - Back to home group for report out, discussion and plan development
- 30 min
  - Sharing with whole group
- 25 min