



**Division of Child Care & Early Childhood Education**  
P.O. Box 1437, Slot S140, Little Rock, AR 72203-1437  
P: 501.682.8590 F: 501.683.6060 TDD: 501.682.1550

---

To: All Licensed Child Care Providers

From: Thomas Sheppard, DCCECE Asst. Director (CCDF, Better Beginnings, EHS, Procurement)

**Re: Suspension/Expulsion Regulations (Read Entire Memo and Attached Procedure)**

Providers,

The BehaviorHelp Support System is a holistic approach to meet the needs of children, families, and providers. The primary goals of BehaviorHelp are to create consistency of service for the child and to provide tools and ongoing support to the child care provider and/or the parent/guardian to assist the child in social and emotional development. Therefore, the DCCECE has created a new procedure for the purpose of meeting the needs of the child, family, and provider. In rare cases, this may include a transition to a more suitable environment.

DCCECE understands the need for a conversation prior to deciding if remaining in the current placement or a transition would result in the best outcome for the child. As outlined in the new procedure (see attached), DCCECE does not allow for the suspension or expulsion of a child receiving CCDF funding without prior authorization from the DCCECE Director or Director's Representative. However, DCCECE can facilitate a transition on a case-by-case basis as needed. Failure to follow the new procedure may result in the termination of your agency CCDF Participant Agreement.

If you have any questions regarding this memo contact Thomas Sheppard at 501-396-6158.

Respectfully,

Thomas Sheppard  
DCCECE Asst. Director (CCDF, Better Beginnings, EHS, Procurement)

Cc: Tonya Williams, DCCECE Director  
Ashelyn Abney, DCCECE Asst. Director (Licensing)  
Pamela Burton, DCCECE Asst. Director (Health and Nutrition, Regulatory Checks, QA)

Attachment: DCCECE Suspension/Expulsion/Transition Procedure

<b>Procedure Name</b>	DCCECE Suspension/Expulsion/Transition		
<b>Unit</b>			
<b>Approving Authority</b>	DCCECE FSU Asst. Director	<b>Responsible Office</b>	DCCECE Family Support Unit
<b>Forms</b>			
<b>Contact</b>	DCCECE Family Support Unit Administrator	<b>Revised:</b>	06/02/2021
		<b>Revised:</b>	
		<b>Revised:</b>	

**I. Introduction**

The BehaviorHelp Support System is a holistic approach to meet the needs of children, families, and providers. The primary goals of BehaviorHelp are to create consistency of service for the child and to provide tools and ongoing support to the child care provider and/or the parent/guardian to assist the child in social and emotional development. Occasionally, as a last resort, this requires a transition to a more suitable environment.

**II. Purpose and Scope**

This procedure applies to the Division of Child Care and Early Childhood Education (DCCECE). This is the required procedure that child care providers and DCCECE must follow before a child receiving CCDF funding can be temporarily suspended, expelled, or transitioned to a more suitable environment. If possible, a transition plan to a more suitable environment is preferred to limit the disruption of services to families as evidence shows this is better for the health and wellbeing of the child. These resources are available for all children and it is strongly encouraged that they be used for all children to avoid discriminatory practices based on funding source. BehaviorHelp is not a crisis line; it is a support system for programs with children experiencing challenging behaviors. As such, submitting a referral to BehaviorHelp should be done at the onset of the challenging behavior, not after the situation has become an immediate crisis.

**III. Procedure**

**A. BehaviorHelp Referral**

- i.** Before a CCDF funded child can be suspended or transitioned, the provider must submit a BehaviorHelp referral- per the participant agreement.
- ii.** DCCECE will provide instructions to the facility on how to submit a BehaviorHelp referral online (see section IV).
- iii.** Once a referral has been submitted, a BehaviorHelp Specialist will conduct an interview and triage the case to either Technical Assistance and/or Early Childhood Mental Health Consultation.
- iv.** The BehaviorHelp Consultant will then be sent to the provider to conduct an observation and develop a written BehaviorHelp plan.
- v.** The provider will work with the BehaviorHelp Consultant to fit the plan to the needs of the child, parents, and the provider.
- vi.** The provider will be expected to follow the BehaviorHelp plan developed and attend any suggested professional development training recommended.

- vii. If the case is unresolved or the behavior persists, DCCECE will facilitate a meeting between the facility director, teacher, DCCECE Staff and the BehaviorHelp Team for next steps.
- viii. If the provider, BehaviorHelp Consultant, or DCCECE feels a transition plan is warranted, then a request must be made to the DCCECE Director or Director's Representative.
- ix. The DCCECE Director or Director's Representative renders a decision (one of the following):
  - Facility will be required to continue following the BehaviorHelp plan
  - A transition plan is created in collaboration with DCCECE Staff, the parents, providers, and the BehaviorHelp team.

#### **B. Urgent Safety Concern**

- i. If the behavior is a real and present danger to the child or others, the facility director may contact parents and ask that the child be picked up pending a consultation with the DCCECE BehaviorHelp Team. The child should be allowed to return to the facility the following morning.
  - NOTE: A BehaviorHelp referral should be made prior to the situation becoming such a crisis
- ii. The DCCECE BehaviorHelp Team will facilitate a meeting between the facility director and/or facility leadership and the DCCECE Director/BehaviorHelp Team.
  - The facility will be required to submit documentation and evidence of clear and present danger to the child or others at the meeting.
- iii. DCCECE Director or Director's Representative renders a decision (one of the following):
  - Facility will be required to submit a BehaviorHelp Support request and the situation will move to the "BehaviorHelp Referral" procedure category
  - A transition plan will be created in collaboration with the Family Support Specialist (FSS) assigned to the case

#### **IV. Submitting a BehaviorHelp Referral**

- A. Go to BehaviorHelpOnline.org
- B. Click on the orange "Submit a Request" button
- C. Fill out entire form (do not miss any fields)
- D. Click "Submit" at the bottom of the form
- E. Once submitted, a BehaviorHelp Specialist will contact the center to conduct an intake interview
- F. Following the interview, the BehaviorHelp Specialist will assign to case to Technical Assistance and/or Early Childhood Mental Health Consultation

#### **V. Assumptions**

- A. At any time, a child can move from either "BehaviorHelp Referral" categories to the "Urgent Safety Concern" category.
- B. Decisions on suspension, expulsion, and transition for children receiving CCDF subsidy funding are made in consultation with the DCCECE Director or Director's Representative.


#### **VI. General Timelines**

- A. Interview on referral 1-3 business days after initial referral
- B. Contact to set up observation 1-5 days after the interview
- C. Observation 1-7 days after initial referral
- D. BehaviorHelp Plan 1-6 months depending on needs of the child, parent, and provider.

## **VII. Glossary**

- A. BehaviorHelp Consultant:** person(s) who go out to a child care facility and provide either technical assistance and/or early childhood mental health consultation services
- B. BehaviorHelp Referral:** behavior is not severe, or an immediate concern and child can be served through BehaviorHelp
- C. BehaviorHelp Specialist:** person(s) who conducts the interview after a referral has been made and triage's the case to Technical Assistance and/or Early Childhood Mental Health Consultation
- D. Current BehaviorHelp Referral:** referral has already been submitted to the BehaviorHelp system
- E. Urgent Safety Concern:** behavior is a real and present danger to the child or others

Approval Page:

<b>Procedure</b>	<b>DCCECE Suspension/Expulsion/Transition</b>
<b>Adopted and/or Revised</b>	<b>Adopted</b>
<b>FSU Administrator Signature</b>  Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>FSU Asst. Director Signature</b>  Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	