

WCMCA HEAD START DAILY LOG & SEPARATION REPORT



Site location: _____

License #: _____

Date of Separation	Child's first and last name	Staff persons name	Incident Description	Less Intrusive Behavior Guidance Methods Used Prior to Separation	How Was the well-being of Others Continually Affected?	Separation Time Beginning/End	Parents Notified? Yes or No	Behavior Support Plan on File? Yes or No

SEPARATION occurs when a child is removed from the group and is temporarily unable to participate in the program activities. No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which has been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. All separations from the group must be noted on a daily log. (Minnesota Rule 9503.0055, subpart 4 & 5.)

REDIRECTION occurs when a staff person intervenes during conflict and asks a child to choose an alternate constructive activity. Redirections do not need to be noted on a daily log.