

DISCIPLINE POLICY

We believe every child has the capability of controlling their actions in a positive way and our staff encourages the building of these skills through positive reinforcement and verbal reward. We do realize however that this is a learned process requiring our patience and understanding and we constantly endeavor to give it both.

It is against our policy to engage in any form of corporal punishment. Negative approaches are refrained from as they have never proven to be an effective part of the learning process. We prohibit our teachers from using discipline which is severe, humiliating, frightening or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel. Many positive avenues are utilized in the development of appropriate behavior and it is our policy to use only these.

There may be times when a child has ongoing difficulties observing the rules and this behavior is causing a disruption to the classroom and/or school. After we have exhausted all of our positive means of molding this behavior, it will be necessary to meet with the parents for a conference to assist us in resolving this behavior. If a change in behavior is not observed after an appropriate length of time, the student will be removed from our program. If a child has a problem with biting others, you will be notified.

Guidance Policy

All staff is trained to implement effective, appropriate, developmental guidance and discipline plans for their classrooms. Your child's teacher will familiarize you with this plan. Clear, consistent expectations, positive guidance, and logical consequences help children develop lifelong pro-social skills. Children are encouraged to develop language skills that help them to communicate their needs and feelings.

In the event, a child misbehaves; absolutely no corporal punishment is ever condoned. In addition, discipline is never tied to food or toileting. Children are treated respectfully and only positive avenues are utilized in the development of appropriate behavior.

The following positive actions are our policy in problem-solving:

- * Prevention
- * Encourage verbal expressions
- * Re-direction
- * Clear, direct explanation
- * Diversion
- * Explanation of responsibility for his/her actions
- * Suggest alternate solution for problem
- * Removal from situation

We encourage Parent-teacher conferences as a way to keep communication open. It is our firm belief that the school and the parents must be a trusting and cooperative team and work together to share information, progress, and expectations.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms, including the child's immunization records.
- Habitual tardiness when picking up your child.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

Child's Name: _____

Parents' Name: _____

Parent Signature: _____

Date: _____