



# Policy on Guidance and Discipline

## Philosophy

Worry-Free Preschool will utilize positive discipline and guidance techniques so that children will be provided with a safe, happy, comfortable environment. The purpose of discipline is to help children develop self-control, and to teach children that each person is responsible for his own actions. It is the adult's responsibility to provide discipline so that a child may grow and learn to get along comfortably with others.

## Implementation

Definite guidelines for behavior are established so that children know what is expected of them. This helps them to feel secure.

Limits and consequences will be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action. When discipline is necessary it will be carefully applied so that the child still feels that he is an important and worthwhile person. Children will be handled lovingly.

When there is a specific plan for responding to a child's unacceptable behavior, all staff who affect the child will be aware of the plan and cooperate in its implementation.

## Involving parents (Intervention)

Parents will be provided with a copy of this discipline policy and it is posted on bulletin board. If a child, for some reason, is not responding to techniques used, we will ask for a conference with the parent to explain the child's behaviors and the discipline techniques used. The parent and the teacher together will develop additional techniques that will be used. The teacher will keep a log of the child's behaviors, the discipline used, and the outcome. The teacher will maintain contact with the parent to further discuss progress or lack of progress.

## Involving children

Guidelines for behavior and consequences will be explained to the children before and as part of any disciplinary action. The teacher will help the children to understand that the guidelines provide for a happy and safe place for all children. Preschool and school-age children will have reasonable opportunity to resolve their own conflicts.



## **Disciplinary issues as a cause for termination/expulsion of enrollment**

Worry-Free Preschool will make every effort to meet the needs of individual children and to provide a happy, safe environment for all children. When behaviors exist, which do not respond to the positive discipline techniques of Worry-Free Preschool, the teacher will meet with the parent and together they will develop additional techniques in an effort to help the child to respond appropriately.

In the event that the teacher and the parent together are unable to resolve the inappropriate behaviors exhibited by the child, Worry-Free Preschool will notify the parent that we will seek professional assistance through the Early Learning Coalition and FDDLRS. This may include having a behavior specialist observe the child and develop a behavior modification program.

If, after these attempts have been made to meet the child's individual needs, the child demonstrates inability to benefit from the type of care offered, or whose presence is detrimental to the group, Worry-Free Preschool will notify the parent of the intent to discharge the child from the program. When it is determined that it is in the best interests of the child to terminate enrollment, the child's and parents' needs shall be considered and the center will assist the parent to plan for alternate care.

## **Discipline techniques & Preventative Practices**

- Staff persons will give children praise, love, and positive reinforcement at all times.
- Staff persons will respond consistently and firmly to inappropriate behaviors.
- By misbehaving, a child shows that he needs to learn how to behave in a particular situation.
- The staff person will use this opportunity to teach the child by explaining why the behavior was inappropriate and what the child should have done. The child may be asked to repeat what the staff person has said to be sure that he understands.
- The staff person will help the child learn to express feelings in words and to find a new way to handle the situation that caused the inappropriate behavior.
- Firm positive statements about behaviors or redirection of behaviors are the accepted techniques for use with infants and toddlers.
- Removal from the group to help a child gain control will not exceed one minute per year of age.
- Removal from the group is appropriate only for children over 24 months of age.
- Children are not disciplined for bathroom accidents.

## **PROHIBITED**

Discipline techniques include any form of corporal punishment, threatened or actual withdrawal of food, rest or use of the bathroom, abusive or profane language, any form of public or private humiliation including threats of physical punishment, and any form of emotional abuse including shaming, rejecting, terrorizing, or isolating a child.

## **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. Verbal abuse to staff.

## 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 one or 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.

I have fully read, understand and agree with the discipline form.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_