



DISCIPLINE INFORMATION – PROCEDURE AND POLICY

DISCIPLINE AND GUIDANCE POLICY

Purpose: This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance is prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Any child whose behavior is considered inappropriate at the daycare will have that behavior pointed out to him/her, and the reason why this behavior is inappropriate will be explained. After one warning, discipline will follow. Time out is the preferred form of childcare discipline at our preschool facilities. Time out will consist of the child being placed in an area isolated from the other children, yet still in the same preschool classroom.

Any inappropriate activity that still persists after this will be addressed with the director and possibly a conference will be set up with the parents. Parents will be notified at the time of inappropriate behavior does not stop after time out and a visit to the director. We will work with the parents and child to correct any inappropriate behavior.

***If after all options are tried, and satisfactory improvement is not noted, the child may be asked to leave Little Explorers Academy as a final measure, at the discretion of the director.**

Parent Print Name: _____ Parent Signature: X _____ Date: _____

Staff Print Name: _____ Staff Signature: X _____ Date: _____