



DISCIPLINE AND GUIDANCE POLICY

Expectations from center administration and staff:

- 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 on 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. Time out is limited to no more than one minute per year of the child's age.

- THERE CAN BE NO HARSH, CRUEL, OR UNUSUAL TREATMENT OF ANY CHILD. THE FOLLOWING TYPES OF DISCIPLINE AND GUIDANCE ARE PROHIBITED:
 1. Corporal punishment or threats of corporal punishments;
 2. Punishment associated with food, naps, or toilet training;
 3. Pinching, shaking or biting a child;
 4. Hitting a child with a hand or an 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; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Expectations from parents:

- Expect and encourage acceptable behavior by their child.
- Co-operate with the center in situations where the above methods have failed by conferencing with management and staff and developing strategies to help their child.
- Pick up a child who is out of control, when requested to do so.

Grounds for dismissal:

- In cases involving extremely aggressive or otherwise unacceptable behavior, which continues despite efforts to curb it by both center and parents, it may be necessary for the center to dismiss a child from care. In most cases the parent will be given a 1 week to find new care.