

## GUIDANCE AND DISCIPLINE POLICY FOR AUNT NANCY'S CHILDCARE

REVISED 9/16

Aunt Nancy's teachers work with the children on how to express their feelings with words, not action, and help children develop self-control and assume responsibility for their actions. It is important that the children develop problem-solving skills at an early age. The teachers help the children by being role models and using "Please and Thank You", in an appropriate tone of voice when talking with the children. The teachers at Aunt Nancy's work closely with each other, the parents and the children to resolve disputes and find solutions. Limits and consequences are always explained to the child before and as part of any disciplinary action. A balance of firm yet positive guidance, and a close relationship with parents and children is Aunt Nancy's goal to ensure safety to all.

Behavior that is not acceptable of staff include: corporal punishment, abusive or profane language, public or private humiliation including threats of physical punishment and any form of emotional abuse. Depending on the occurrence and the severity of the occurrence the staff member will be given a written warning or possible immediate dismissal; proven sexual or physical abuse will result in immediate dismissal and legal action will be taken.

The following steps will be taken if children are consistently biting, pinching, hitting, kicking or causing any harm to other children or staff members.

### **REDIRECTION**

Redirection will be used to solve minor occurrences and is the first step in our discipline policy. Redirection is when we remove a child from the undesired situation and give the child another positive task or activity. Redirection may include all parties in the dispute or a single child. The teacher may decide to remove the toy that is causing the problem for a period of time. Redirecting a child from a situation will be done in a positive manner, and easily understandable to the child.

### **TIME OUT**

If problematic behavior continues, the next step is "Time Out". Time out is removing the child from the situation to help gain the child's control, and give the child a chance to "cool down". The child is told why they are being asked to leave the situation and will take a time out for one minute per year of age, and is not a form of discipline used for children under 16 months of age. When time out is up, the teacher will review with the child and discuss a more appropriate behavior that can be used. The child is then given a hug from the teacher and asked to return to the group or activity. Parents will be notified if their child has had continuing behavioral issues. This will help keep communication about children's behavior open between parents and teachers, and will help ensure positive reinforcement.

### **THREE-STEP PROCESS**

If excessive aggressive behavior seems to be a continuous occurrence, a more intensive approach will have to be taken. The child will be given many chances to change their behavior. Teachers and parents during this time period will work together on the behavior problem, through communication and if necessary private conferences. The child will also be involved in this process. Discipline at this level will only be enforced by adults that have an ongoing relationship with the child, however all staff that affect the child in any way shall be aware and cooperate with the implementation of any disciplinary action. If after many chances, behavior does not change, the parents will be asked to find alternate care for their child. Each incident will be documented and reviewed with the parents. The parents will be asked to sign each documented report. Please keep in mind that the teachers at Aunt Nancy's are committed to providing the best possible care to each child. Strong communication lines between staff, parents and children help to eliminate serious problems. The owner at Aunt Nancy's will be given the final say as to when a discipline problem has become a detriment to the class as a whole, and the authority to make necessary changes.

\*Please note that we will try to follow this procedure whenever possible, however, if a child is endangering other children or staff members their care may have to be terminated immediately, as we are responsible for the safety of all children and staff.

\*It is our belief at Aunt Nancy's that each child be respected and treated as individuals. We keep in mind that they are children and not mini adults. Any form of discipline or behavior problems will be kept confidential.

I have completely read and understand the Guidance and Discipline Policy of Aunt Nancy's Childcare.

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Signature

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Date