

## **Guidance & Discipline Philosophy**

We believe in guidance and discipline, rather than punishment. Guidance and discipline are positive ways to help a child develop self-control and confidence handling their needs in a socially acceptable way. This is an on-going process, not a single act. We are here to teach and guide each child to learn the skills to manage their own behavior.

**The Classroom Rules** - The rules are reviewed often with the children.

- Use helping hands
- Use listening ears
- Use quiet polite voices
- Use looking eyes
- Use walking feet
- Share with others.
- Be gentle with friends.
- Put toys away.

## **Guidance & Discipline Techniques Used by Our Staff**

- Model socially acceptable behavior and manners along with positive reinforcement and acknowledgement of good behavior.
- Include the children in the problem solving process.
- Give the child choices whenever possible.
- Establish eye contact with the child when talking to him/her.
- Re-direct a child to another activity.
- Remove the child from the area, discuss the improper behavior, what a better choice would be next time, and allow the child to return to the activity when he or she feels they can manage their behavior appropriately.
- Place the child in a time out for no longer than a minute per year of age in a chair away from the group.
- Physically hold a child until he/she can gain control of him/herself. Call a parent to come for the child if the child cannot regain control of self.
- If a child hurts another child, the teacher will attend to the injured child immediately. The child that did the injuring will stay with the injured child and the staff member looking after the injured child, until the injured child is ready to return to the classroom activities.

**If the teachers see a continuing pattern of misbehavior, the following steps will be initiated:**

- Phone call from the teacher informing the parent of the concern or “red flags” that have been observed.
- Implementation of strategies to correct behavior. These may include but are not limited to:
- Using the many resources and techniques we have available. Trying different techniques can take time.
- Observation of the child by the director and/or other qualified professionals.
- Parental observation of classroom behavior.
- Reinforcing classroom rules with the entire class. (teachable moments)
- Conference with parents, teachers and director, to discuss goals, implementation of goals, and measuring progress.

- Follow-up meetings (face to face or phone) to discuss progress.

### **Prohibited Guidance and Discipline Techniques**

- Any form of corporal punishment.
- Yelling at a child.
- Ridiculing a child or the child's family.
- Blaming, teasing, insulting, name calling, or threatening the child with punishment.
- Withholding food, affection, or positive attention.

### **Parents Role in the Guidance Process**

- Share any relevant information with the teachers to help understand any underlying issues.
- Be open when the teacher gives notification of a concern or if a continuing pattern of misbehavior is observed.
- Follow through on any recommendations made by the staff including evaluation by the school district. Contact should be made within two weeks of this recommendation.
- Work as a team with the staff so everyone can be consistent in expectations and help the child understand what behavior is acceptable and not acceptable.

### **Child's Role in the Guidance Process**

- The child will have a reasonable opportunity to resolve their own conflict before a teacher steps in.
- Make an effort to change any unacceptable behavior.
- If the child has hurt another child, the injuring party will stay with the injured child until they are ready to return to normal classroom activities. The child will be asked what s/he can do to make the child feel better.

### **Discharge**

After attempts have been made to meet the individual needs of the child, any child that has demonstrated inability to benefit from the type of care offered by our school, or whose presence is detrimental to the group, shall be discharged from the school.

### **Please sign and return:**

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I, \_\_\_\_\_, (print Parent name)  
have read the discipline policy set forth by Valley Covenant Preschool.

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

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_