

# **Valley Covenant Preschool**

## **Guidance & Discipline Philosophy**

At Valley Covenant Preschool, we believe in guidance and discipline rather than punishment. Our goal is to help children develop self-control and confidence in handling their needs in a socially acceptable way. This is an ongoing learning process, not a single act. Our role is to teach and guide children as they acquire the skills necessary to manage their own behavior.

### **Classroom Rules**

Our classroom rules are regularly reviewed with the children to encourage a positive learning environment:

- 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**

Our staff employs positive strategies to encourage appropriate behavior:

- Model socially acceptable behavior and manners, using positive reinforcement and acknowledgment of good behavior.
- Include children in the problem-solving process.
- Offer children choices whenever possible.
- Establish eye contact when speaking to a child.
- Redirect a child to another activity when needed.
- Remove a child from an activity to discuss inappropriate behavior, provide guidance on better choices, and allow the child to return when they feel ready to manage their behavior appropriately.
- Use a time-out (one minute per year of age) as a last resort, placing the child in a quiet space away from the group.
- Physically hold a child only when necessary for safety until they regain self-control. If a child cannot regain control, a parent will be called to pick them up.
- If a child injures another, the teacher will first attend to the injured child. The child responsible will remain with the injured child and the staff member until the injured child is ready to return to classroom activities.

### **Addressing Ongoing Behavior Concerns**

If a pattern of misbehavior develops, the following steps will be taken:

1. **Parent Notification** – A teacher will call the parent to discuss observed concerns.
2. **Behavioral Strategies Implementation** – We will use available resources and techniques, which may include:
  - Trying various behavioral guidance strategies (which may take time).
  - Observing the child's behavior with input from the director or other professionals.
  - Encouraging parental observation of classroom behavior.
  - Reinforcing classroom rules with the entire class (teachable moments).
3. **Parent-Teacher Conference** – A meeting will be scheduled with parents, teachers, and the director to discuss concerns, set goals, and measure progress.
4. **Follow-Up Meetings** – Progress will be monitored through additional meetings or phone calls.

## Parent's Role in the Guidance Process

- Communicate relevant information that may help teachers understand any underlying concerns.
- Be open to feedback from teachers regarding observed behavior concerns.
- Follow through on staff recommendations, including evaluations by the school district (to be scheduled within two weeks of recommendation).
- Work collaboratively with staff to maintain consistency in expectations and guidance.

## Child's Role in the Guidance Process

- The child will be given the opportunity to resolve conflicts before a teacher intervenes.
- The child is expected to make an effort to improve unacceptable behavior.
- If a child injures another, they will remain with the injured child and help determine how to make them feel better before returning to classroom activities.

## Discharge Policy

We are committed to supporting each child's social-emotional development and do not dismiss children due to regular behavior concerns. Instead, we view behavior as an indicator that a child needs more support and practice developing skills.

However, in rare cases, if a child's behavior consistently presents a risk of harm to themselves, staff, or other children, and all intervention efforts have been exhausted, we will work with families to find a more suitable care environment.

## Prohibited Guidance & Discipline Techniques

The following disciplinary actions are strictly prohibited in our program:

- Any form of corporal punishment (hitting, spanking, shaking, etc.).
- Yelling at a child.
- Ridiculing a child or their family.
- Blaming, teasing, insulting, name-calling, or threatening punishment.
- Withholding food, affection, or positive attention.

## Our Commitment to Your Child

Thank you for entrusting Valley Covenant Preschool with your child's growth and development. Our staff is dedicated to fostering a nurturing environment where every child can thrive socially and emotionally.

When serious concerns arise, we will collaborate with caregivers and professionals specializing in children's social-emotional health to ensure the best possible outcomes.

Resources:

- The Steps to Prevent Suspension and Expulsions and Sample Child Behavior Log are available on the Illinois Child Care in Crisis Facebook page under the "Files" tab.
- Employee Receipt of Guidance Policy and Caregiver Certification of Receipt of Guidance Policy are also available upon request.

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### Acknowledgment & Agreement

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

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

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

\_\_\_\_\_