



GUIDANCE DISCIPLINE POLICY

Definition: “Discipline” means the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child.

Positive Discipline

Caregivers shall use positive discipline, which shall include the following:

- Communicate to children using positive statements,
- Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
- Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

Inappropriate Discipline

Any person, while on child care premises, **shall not** engage in any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child’s body.
- Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.
- Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
- Placement in a locked or dark room.
- Public or private humiliation, yelling, or abusive or profane language.
- Staff shall not associate disciplinary action or rewards with rest, food or toileting.

Caregivers **shall not**:

- Use time out for any child less than three (3) years of age.
- Use time out for any purpose other than to enable the child to regain control.
- Physically restrain children except (1) when it is necessary to ensure their own safety or that of others; and (2) only for as long as is necessary for control of the situation.

Discipline Documentation

- This Policy shall be distributed to parents and staff.
- Caregivers shall have ongoing communication with the child's parent or guardian regarding all aspects of the care of the child.
- Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child’s record.
- In cases of recurring or severe misbehavior, parents will be contacted and a meeting will be scheduled with the goal of finding a permanent resolution for behavioral problems.



- If the misbehavior continues the Provider may place the child on a two week probationary period.
- If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from the Day Care.

Parent Signature: _____

Date: _____

Parent Name: _____