



Child Guidance Policy

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness. Our philosophy on discipline is based on respect for the child. The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior. We believe that when the environment and activities are prepared, children can initiate their own play and exploration, and the need for teacher control is reduced.

Our policy in helping children gain self-control is to intervene and redirect energies before problems begin. Our positive discipline approach consists of redirection, choices, consequences, supplying language, and problem-solving. We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual; parents are expected to work as partners with the Wee Care Day Care staff in helping the child practice self-discipline in the classroom. When an unacceptable behavior begins to occur at Wee Care Day Care, the parents

are asked to participate in a conference to develop a plan to correct the behavior in a positive way. The plan will depend on the child and the situation.

At all times, staff members are responsible for providing positive guidance that is appropriate to each child's age, understanding and circumstances. Staff members shall teach by example; recognize and encourage acceptable behavior; make eye contact with the child and kneel or sit beside the child whenever possible when speaking to the child; supervise with kindness, understanding and firmness; define clear limits, set fair and consistent rules and when appropriate, permit an older child to participate in the development of rules and procedures; help a child develop self-control to assume responsibility for his or her own actions; guide a child's activities in an orderly manner; prepare a child for his or her next activity ahead of time, and allow the child a brief transition time before beginning the new activity; help a child avoid long waiting periods when the child has nothing to do by ensuring that the environment includes materials that holds his or her attention; and help a child feel successful at tasks and provide options if chosen tasks prove to be too difficult.

When a behavior problem arises, qualified staff members shall: redirect the child to alternative behavior or other activities; encourage the child to control his or her own behavior, cooperate with others and solve problems by talking things out; speak so that the child understands that feelings are acceptable, but inappropriate behavior and actions are not; use appropriate time-out periods only if necessary for a child to calm down or gain control of his behavior and not for over one (1) minute for each year of a child's age. Time-out may only be used for children over the age of three (3) years; ensure that during a time-out period the child is within sight and hearing of a staff member in a safe, lighted and well-ventilated space; maintain perspective about the minor misbehavior of the school-age and recognize that infraction does not warrant staff attention or intervention.

No staff member shall ever restrain a child by placing them in confining equipment or using any other restrictive means. If a child's behavior places the child or others at risk of harm, a staff person may use gentle method of physically redirecting the child. The staff person must be an experienced staff member, known to the child, and the gentle redirection is used only for as long as the child needs in order to regain control.

The object of Wee Care Day Care is to provide quality childcare and preschool education services to the community. Your duty is to adhere to this Child Discipline Policy, to help others learn and to report any violations to your supervisor.

I have reviewed in detail the Child Discipline Policy with
_____.

I understand that if I violate any of these requirements, I may be given time off without pay or possible termination.

Employee Name (print): _____

Employee Signature: _____

Date: _____