

# BRIGHT BEGINNING DISCIPLINARY POLICY

We want to ensure a safe and fun environment for your child(ren). We have established rules to help us meet this goal. The rules and regulations are for the safety and well-being of all participants. We appreciate parental support when you are informed of a disciplinary situation.

Children are entitled to a pleasant and harmonious environment at the program. The program's philosophy of discipline is based on respect for the child's self esteem, setting reasonable limits and consequences. The staff will work with any child and cooperate with parents, guardians, or co-parents to resolve any problems that may arise. We appreciate and encourage parent participation.

The goal in discipline is that children will regulate their own behavior. This can be accomplished by talking through situations with children and setting up necessary limits so unacceptable behavior patterns do not develop and/or continue. If rules are broken, we will ask the child to identify the misbehavior and the appropriate action to be taken. At times the child may be asked to go to a "Safe Spot" to "cool off" and/or collect his/her thoughts. Continued misbehavior will be discussed with parents.

## **Disciplinary Strategy**

### ***Develop a positive approach to discipline:***

1. Discipline is teaching and guiding, not punishment.
2. Our Staffs' goal is the development of each child's internal controls leading to socially acceptable behavior.
3. We encourage reinforcement of positive behavior.
4. Respect for children as individuals, and their feelings.

### ***Staff may NOT:***

1. Use physical/corporal punishment, or threats of such punishment.
2. Use verbal abuse or demean children.
3. Use food as a reward or punishment.
4. Isolate children out of sight or hearing of the staff.

### ***Strategies for children who misbehave:***

1. Redirect young children by offering alternatives.
2. Communicate with children in terms the child will understand.
3. Allow children to express their feelings and ideas.
4. Set clear limits by establishing rules and being consistent.
5. Staff should lead by example, using polite language.

### ***"Time Out" or "Safe Spot"***

1. It should not be the only strategy used.
2. If used, it should have clear age restrictions. When used with children 4 years old and over it should be for short periods of time (2 to 3 minutes) and it must be clear that there is an adult close by.
3. The purpose of "time out" should be explained to the child in a positive way, with the child given an opportunity to discuss what happened.

## **Basic Rules**

(Note: these rules are not all inclusive, but most all expectations for appropriate behaviors can be placed in these general categories. Some sites may have additional rules or guidelines that apply).

### *Respect Others*

Excessive noise, shouting, swearing, talk of inappropriate subjects, hitting, kicking, shoving, etc., are unacceptable. Any child who physically or emotionally harms others will be reported to parents/guardians. Repeated incidents may result in suspension from the program.

### *Follow Directions*

Children will be expected to follow building and playground rules, listen to instructions, and ask questions if confused about directions.

### *Practice Safety*

Children will be expected to stay with the group in designated area, ask for permission to leave an area, and walk in halls or from one activity to another.

## **Disciplinary Action**

If any rules are not followed, or if disciplinary action is necessary, these steps will be used.

1. *Verbal warning and discussion or reminder of expected behavior. This may include redirection to another activity chosen by the staff or the child. The child may be asked to go to a "Safe Spot" / "Time Out"*
2. *Discuss reoccurring or serious behavior concerns with the child. A Disciplinary Notice may be required.*
3. *Contact parent, guardian or co-parent by phone for discussion of behavior. Recurring behavior problems will result in the Director requesting a conference with the parent to determine how the program can best work together with the parents to provide consistency in promoting positive behaviors.*
4. *In any situation or in the event that we cannot gain control of a child, the parent will be contacted to immediately pick up the child.*

If a child's behavior consistently disrupts the flow of the program, if the child is physically or emotionally harmful to others, or otherwise conflicts with the program rules and guidelines, a conference with the parents, guardians or co-parents may be scheduled. In some cases a Disciplinary Notice or suspension will be necessary. If the problem persists after all reasonable attempts have been made, the child may be suspended or dismissed from the program. If a child leaves any designated boundaries (i.e. playground and field trip area) without permission, this may result in an automatic next day suspension or Disciplinary Notice. Bright Beginning strives for cooperation and communication between staff and parents. We will utilize strategies such as target behavior forms, monitoring of behavior, etc., to assist and work with a child exhibiting disciplinary problems.

## **Suspension**

Immediate suspension will be necessary in the case of a child or parent becoming physically violent with a staff member or another child or for repeated incidents of a serious nature. The parent, guardian or co-parent will be contacted and required to immediately pick up the child for the day with no reimbursement of cost. Discussion with the Director will be necessary before the child can return to the program.

## **Dismissal**

If it is found by the staff that this Center is not the best possible environment for a particular child because of discipline problems or if his/her individual needs cannot be met to the fullest potential, a parent conference will be held. After the meeting, the center will give the parents notice of the dismissal or suggest a more appropriate alternative for care.