

Skyers Child Development Center

Discipline Policies and Procedures

We strongly believe that children need nurturing relationships and a quality environment to thrive. **Positive relationships** foster healthy development. We create these nurturing relationships when we:

- Create trust by supporting children's exploration
- Incorporate lessons in children's play
- Respond to children's words and infants' babbling
- Encourage children as they learn new skills
- Build trusting relationships with families

We also create a **quality environment** by including:

- Predictable and supportive schedules and transitions
- Acceptance of children
- Curricula that caters to all areas of child development
- Teaching strategies that are developmentally appropriate and culturally sensitive
- Engaging activities to help children learn

An ounce of prevention is worth a pound of cure, so we create **preventive strategies** to deal with challenging behaviors:

- Through careful and objective observations, one anticipates wants and needs
- Successful strategies include flexibility and individualization
- Modify environment to prevent and reduce conflict which leads to challenging behaviors
- Create rules and expectations according to the developmental stages of children

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility:

DO

1. Praise, reward, and encourage
2. Reason with and set limits
3. Model appropriate behavior
4. Modify the classroom environment attempting to prevent problems before they occur
5. Listen to children
6. Provide alternatives for inappropriate behavior

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7. Provide natural and logical consequences
8. Treat children as people and respect their needs, desires, and feelings
9. Ignore minor misbehaviors
10. Explain things to children on their level
11. Use short supervised periods of “time-out”
12. Stay consistent in our behavior management program

DO NOT

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse
3. Shame or punish when bathroom accidents occur
4. Deny food or rest as punishment
5. Relate discipline to eating, resting, or sleeping
6. Leave children alone, unattended, or without supervision
7. Place children in locked rooms, closets, or boxes as punishment
8. Allow discipline of children by children
9. Criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups

To ensure proper discipline and behavior management techniques are being implemented, we...

- Review weekly lesson plan
- Routinely observe classroom in person & via security camera
- Train a new hire our Discipline Policy and Procedure before the first day of work
- Practice on-going training and review of pertinent topics to staff members
- Encourage staff to be accountable and supportive of each other
- Encourage families to have purposeful conversations with their children
- Listen to and trust the children

Procedures for staff to confidentially report observations or suspicions of inappropriate treatment of children

- Suspicion is enough reason to make a report because the burden of proof is not on the staff member
- It’s mandatory that a staff immediately reports inappropriate treatment of a child to the supervisor and/or director
- All reports by staff members regarding inappropriate behaviors are held in the strictest confidence. If the observation or suspicion is reported immediately, the reporting staff will not experience any consequence.

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- Inappropriate behavior is considered an emergency, so there is always access to the director via cell phone even if the director is not on site.
- The staff member observing or suspecting the inappropriate behavior is responsible to report the behavior to DSS and/or DCDEE if the director refuses to do so

Procedures for administrators to respond to inappropriate treatment, discipline, or care

- The director immediately interviews the staff member and child that are a part of the alleged allegation
- The parent/guardian is then informed of the incident
- DSS and/or DCDEE is finally contacted

Consequences for staff who fail to comply with the discipline policies and procedures

- The staff member who is allegedly guilty of inappropriate treatment to a child is immediately suspended from work without pay
- Upon the conclusion of their investigation, the staff member will be terminated if DSS and/or DCDEE concludes that neglect or abuse took place

I, the undersigned parent or guardian of _____, do hereby state that I have read and received a copy of the facility's Discipline Policies and Procedures and that the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline Policies and Procedures with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian _____

Date: _____