



Early Childhood Education Academy
Guidance and Discipline Policy

Date: _____

All information is confidential. We cannot share any information you provide without your written permission.

Child's Name	Last	First	M.I.	Birth date	Sex
--------------	------	-------	------	------------	-----

The Early Childhood Education Academy's philosophy is to utilize positive guidance and redirection when necessary. The staff will adhere to the regulations set forth by the Department of Children and Family Services. Below is a section from the Summary of Licensing Standards for Day Care Centers.

Guidance and Discipline

** Parents must be given a copy of the guidance and discipline policy.

** The following are prohibited in the school setting for both the staff and the parents:

Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear; *parents are not allowed to threaten their children with spanking inside the classroom, outside on the playground, and/or inside the bathroom under any circumstances.***

**Threatened or actual withdrawal of food, rest or use of the bathroom

Abusive or profane language; *parents are not allowed to swear in the classroom, hallways or in the playground area.***

**Public or Private humiliation

**Emotional abuse, including shaming, rejecting, terrorizing or isolating a child

**"Time-out" is to be limited to one minute per year of age. "Time-out" may not be used for children less than two years of age.

The students will be encouraged to use "conflict resolution" during disagreements with other children. The teachers will assist the children in discussing their disagreement. Below are the steps for "conflict resolution".

1. All children involved must agree to solve the problem.
2. Each child will have an opportunity to tell his/her viewpoint of the situation without any interruptions from other children or adults.
3. Each child will state what he/she needs to solve the problem.
4. Explore all possible options to solve the problem and choose a solution. Teachers will encourage the children to make an agreement on a solution.
5. After a period of time, the situation will be evaluated by the teachers to determine whether the solution is working or if another approach needs to be used.

The Early Childhood Education Academy follows NAEYC's (National Association for the Education of Young Children)

"Code of Ethical Conduct"

Above all we shall not harm children. We shall not participate in the practices that are disrespectful, degrading, dangerous, exploitative, intimidating, psychologically damaging, or physically harmful to children.

This principle has precedence over all others in this code.

Removal from the Academy

Children who continually are disruptive to the running of this program; such as using profanity, causing physical harm to him or herself or others, and/or destroying Academy property may be removed from the program. Parents will be notified when inappropriate behavior occurs on a regular basis. If the behavior has not improved after using redirection, time out and/or conflict resolutions, the Director will contact the parents for a conference. The Director will assist the parent in identifying resources such as counselors from local community agencies, etc., and will assist in developing plans for modifying the child's behavior before a decision is made regarding removing the child from the program.

When a specific plan for responding to a child's pattern of unacceptable behavior is available, all staff who affect the child shall be aware of the plan and cooperate in its implementation.

I have read and agree to follow the above guidance and discipline policies while my child is enrolled in the Early Childhood Education Academy. I also understand that the Early Childhood Education Academy staff is not allowed to discuss other children's behavioral concerns with me due to confidentiality.

Parent/Guardian Signature

Signature of Parent/Guardian Date

Signature of Director Date

Signature of Parent/Guardian Date

Early Childhood Education Academy **Guidance and Discipline Policy**

The Early Childhood Education Academy's philosophy is to utilize positive guidance and redirection when necessary. The staff will adhere to the regulations set forth by the Department of Children and Family Services. Below is a section from the Summary of Licensing Standards for Day Care Centers.

Guidance and Discipline

** Parents must be given a copy of the guidance and discipline policy.

** The following are prohibited in the school setting for both the staff and the parents:

Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear; *parents are not allowed to threaten their children with spanking inside the classroom, outside on the playground, and/or inside the bathroom under any circumstances.***

**Threatened or actual withdrawal of food, rest or use of the bathroom

Abusive or profane language; *parents are not allowed to swear including in the playground area.***

**Public or Private humiliation

**Emotional abuse, including shaming, rejecting, terrorizing or isolating a child

**"Time-out" is to be limited to one minute per year of age. "Time-out" may not be used for children less than two years of age.

The students will be encouraged to use "conflict resolution" during disagreements with other children. The teachers will assist the children in discussing their disagreement. Below are the steps for "conflict resolution".

1. All children involved must agree to solve the problem.
2. Each child will have an opportunity to tell his/her viewpoint of the situation without any interruptions from other children or adults.
3. Each child will state what he/she needs to solve the problem.
4. Explore all possible options to solve the problem and choose a solution. Teachers will encourage the children to make an agreement on a solution.
5. After a period of time, evaluate whether the solution is working or if another approach needs to be used.

The Early Learning Academy follows NAEYC's (National Association for the Education of Young Children) "Code of Ethical Conduct".

Above all we shall not harm children. We shall not participate in the practices that are disrespectful, degrading, dangerous, exploitative, intimidating, psychologically damaging, or physically harmful to children.

This principle has precedence over all others in this code.

Removal from the Academy

Children who continually are disruptive in the running of the program such as using profanity, causing physical harm to himself or others, and/or destroying Academy property may be removed from the program. Parents will be notified when inappropriate behavior occurs on a regular basis. If the behavior has not improved after using redirection, time out and/or conflict resolutions, the Director will contact the parents for a conference. The Director will assist the parent in identifying resources such as counselors from local community agencies, etc., assist in developing plans for modifying the child's behavior before a decision is made regarding removing the child from the program.

When a specific plan for responding to a child's pattern of unacceptable behavior is available, all staff who affect the child shall be aware of the plan and cooperate in its implementation.