

TBC CEC Disciplinary Guidelines

TBC CEC desires to promote a positive approach to managing the behavior of all children by using the following methods:

- **Prevention** – Space, resources, methods, scheduling, etc are considered in an effort to prevent frustrations, boredom and conflicts.
- Positive Re-direction – Focus on the unacceptable behavior is directed to an acceptable alternative.
- **Modeling** - Expectations are communicated verbally and through example.
- Limit Setting – Rules which are few, simple and stated in the positive are reviewed frequently.
- **Logical Consequences** – Consequences which follow unacceptable behavior serve as a way to teach what is appropriate and put into practice acceptable alternatives.
- Time-Out – At times children may need time alone to calm down and re-direct their thinking. When time-out is used the child will remain within sight and for no longer than is necessary- at most no longer than the age of the child in minutes.
- **Rewarding** – Opportunities are sought to use positive reinforcement in the forms of hugs, words of praise, prize box, stickers, stamps or special privileges.

No child shall ever be subjected to any form of corporal punishment by our staff. No child shall be handled roughly which includes shaking, pushing, shoving, pinching, slapping, biting or kicking.

No child shall ever be placed in a locked room, closet or box.

No discipline shall ever be delegated to another child.

No child will be allowed or required to strike another child in retaliation.

Discipline shall in no way be related to food, rest, shelter or toileting.

When corrective discipline is necessary, details of the incident and action taken will be documented. This information will be shared with the child's parent either in writing or verbally. A conference may be required if repeated offenses continue so that the disruptive behavior can be defined, goals can be established and an approach is agreed upon for correcting the situation.

NO REFUNDS WILL BE GIVEN FOR DAYS MISSED DUE TO SUSPENSION.

If at any time a child exhibits uncontrollable behavior that cannot be modified by our staff, a parent will be called to remove the child from the premises immediately. When previous attempts have been made toward correcting continuous disruptive behavior and insufficient progress has been achieved a child may be suspended from the center indefinitely. The following behaviors biting, fighting, profanity, arguing, outright disrespect toward others, disrespect of property and deliberate rule breaking should be dealt with immediately.

Consequences will be decided at that time based on individual situation.

BITING POLICY:

1. Parent of biter will be notified in writing and a Discipline Report will be placed in child's file.
2. First Aid will be rendered to child that was bitten and parent of child bitten will be notified in writing and an Accident Report form will be placed in the child's file.
3. After 2 biting incidents, a parent conference will be scheduled to discuss a plan of action.
4. Occurrence if biting in excess of 5 times within a 30 day period will result in automatic dismissal from the center, unless further intervention plans are an alternative.

All children enrolled in the child enrichment program will be expected to follow established rules for the primary reason of safety. Appropriate behavior will be encouraged at all times by means of modeling, praise and individual classroom reward systems. Distraction, redirection and positive reinforcement measures will be utilized in an effort to prevent inappropriate behaviors.

Date: _____

Parent/Guardian Signature: _____