

ICC Child Center Guidance & Discipline Policy Statement

Since reason and understanding underlie our dealings with children, approaches used in discipline will be positive in nature and will be appropriate for the developmental level of the child. To minimize behavior problems, we provide a well-planned program with professionally educated staff to work with the children. Through guidance and discipline we provide many opportunities for the children to practice making choices. As we teach children to look at their choices, we must also teach what happens when you don't make the appropriate choice. When children make a choice to behave inappropriately, their behaviors must be addressed so that an appropriate consequence will result. The Child Center's policy on discipline is as follows.

1. Staff will attempt to redirect the child by offering guidance about more appropriate behavior.
2. If redirection is not effective, the child may lose privileges.
3. Time out will be used for acts of aggression and open defiance. Time out will be for no longer than five minutes unless inappropriate behavior continues. In most instances time out will not exceed 15 minutes.
4. If the undesirable behavior continues, the teacher, together with the Center Manager will meet to determine future strategies. A parent conference will be held to discuss with the parent viable alternatives. You may be asked at this time to come observe your child at the Center.
5. If the undesirable behavior continues, you will be asked to seek assistance from a professional clinician to develop a behavior management plan to be implemented by Center staff and within the child's home. Your child may not be able to attend until such a plan is developed.
6. The action of last resort will be to remove the child from the program. Should this become necessary, the staff will suggest to the parent some alternative child care options. The Manager reserves the right to dismiss any child from the Center. The Department of Children and Family Services will be notified of such action.
7. NOTE: Immediate removal from the program can result from behavior that results in injury of another child(ren) and/or staff or significant property damage.

In conclusion, we believe that parents and teachers are both major sources of children's basic knowledge, values, and skills. We need to look for ways to build harmonious relationships – to feel empathy for, to speak honestly to, and work respectfully with each other. It is the teacher who bears final responsibility for the children in her class, just as it is a parent's responsibility for the children in their homes. So, when there are problems, questions, comments or concerns, we must communicate these to each other. Parent - Teacher conferences are a great way to begin building this relationship. It will take time and effort, but we feel that conferences should be an integral part of the education process and should not be thought of as impractical or unnecessary. Parent – Teacher conferences are held at the beginning of the Fall and Spring semesters. **All parents of children enrolled in our full-day program are required to meet with their child's teacher at least once each semester.**

We are a team. Let's work together. We all will benefit, but the children will be the real WINNERS! Thank you for your support and cooperation.

I, _____, have read, understand and concur with the Child Center Guidance and Discipline policy related to the care of my child, _____, in the ICC Child Center.

Parent Signature

Staff Signature

Date

Date