



## Discipline Policy

At Heritage Learning Center it is our policy that we handle all discipline situations which may arise with the children enrolled in our program, according to our philosophy.

In all cases, discipline will be consistent with the developmental and emotional needs of the child. Guided techniques are designed and carried out in such a way as to help the individual child develop self-control and to assume responsibility for his or her own actions. We put forth every effort to ensure that every child understands classroom rules whether it is verbal or visual to meet every child's needs.

Heritage Learning Center promotes positive reinforcement for all children. Children who are having difficulty following directions will be re-directed for a short time out in the area of the classroom in view of the teachers or in another classroom. There will be a teacher to student discussion to help the child understand the rules or expectations during that particular time. Then the child will be invited back to the activity.

All children are provided with choices to help prevent challenging behaviors. Expectations and rules are visually posted in each classroom of the center. All classroom rules are developed according to the classroom ages. For example, in preschool, the children assist with the development of the classroom rules. Children are able to discuss why the rules are important and why we should have specific classroom rules. Reading of the rules are reviewed and discussed during the children's morning circle time. Children are prompted and given reminders to make smart decisions as well as be kind to others. Our center promotes, nice hands and feet while playing with friends, and using kind words during all center activities.

In the event of a child's behavior is harmful to the child, other property or is extremely disruptive, the child will be taken to the director's office. Communication with the child will take place immediately to assist the child toward positive and appropriate behavior.

If a child is attempting to injure another child or him/herself, the teacher will enforce the termination of the behavior if necessary by removing the child from the activity, removing the activity from the child, or in extreme cases, removing the child from the classroom as a whole.



Learning how to share and cooperate with others is an ongoing process for young children, and consequently, aggressive behavior may occur (i.e. - hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behavior to persist, it does take time for a child to learn a more acceptable way of dealing with his/her anger and frustration (i.e. – using appropriate words to express feelings).

We will make every attempt to work with a child, however, if there are continual discipline problems, the parent(s) will be called in for a conference along with the child's teacher so we can work together to help the child. This could be a result of a positive behavior chart, award system, or positive guidance team. If a parent is not cooperative with our efforts to seek assistance for a child (i.e. – a child's disruptive or aggressive behavior), we maintain the right to discontinue child care. Each situation will be evaluated on an individual basis and the final determination regarding a child's enrollment status will be made by the Center Director.

No child will be punished by corporal punishment or verbal abuse. Please keep in mind, this policy also applies to parents. Children may not be spanked or threatened to be spanked at the learning center. Each member of the staff is mandated to report and shall report suspected abuse and neglect. Any teacher who suspects that a child has been abused or neglected will confer with the Director of the center who will assist in filing a report to the respective county authority.

It is also our policy that we handle ALL discipline situations which may arise with the children enrolled in our program, according to our stated philosophy. If a parent has concerns regarding another child's behavior, we ask the parent to discuss his/her concerns with the appropriate teacher or the Director of the Center. Under NO circumstances will parents be allowed to approach the child or that child's parent, in an effort to deal with the situation. We consider this method to be completely inappropriate and will not be tolerated.



I have received a copy of the discipline policy for Heritage Learning Center. I acknowledge that it is my responsibility to read, and uphold this policy.

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Print Name

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Child's Name

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Signature

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Date

A copy of the discipline policy will be kept in your child's file.