

University For Tots, Suitland

Discipline Policy

Introduction

A copy of this discipline policy will be provided to all parents who enroll children in this center. The policy will be provided to all staff, substitutes and volunteers and reviewed with them before they are permitted work with children.

Discipline Practices

Children learn by example. Therefore, adults will serve as positive role models. Adults will listen to, encourage, and praise the children. Adults will ignore some minor misbehaviors and reward good behaviors. Adults will give the children choices for different behavioral matters for example if a child is having a tantrum the adult will ask "would you like to take a walk with me or would you like to sit alone with a book and take some time to yourself?" When a child throws a crayon a staff member will say "We draw or color with crayons", then demonstrate to the child how it's used. If a child throws a toy car the staff member will demonstrate how to roll the car on the floor. Instead of using the phrase "Time Out" we use a "Cool Down Zone". This is a short supervised area for three year olds and older. Two year olds can be removed from situations or be placed in the "Cool Down Zone" for no more than 2 minutes. Three year olds will be in the "Cool Down Zone" no longer than 3 minutes and four year olds no longer than 4 minutes. Teachers will instill into the child the importance of sharing with other classmates. Teachers will always make clear to a child that it is the child's behavior that is wrong. No child will be called bad or made to feel bad about themselves.

Redirection is used to help focus the child's attention on something else. Example: When a child wants a toy that another child has, the staff member will suggest for the child to come play with a toy/game with that staff member or come to the table and color. The staff member may suggest to read a book or to go play with another child in another area.

The schedule and classrooms will be arranged so that the children's needs are met in a timely manner. There will be a variety of activities and enough equipment so that children will not need to be in conflict.

When a child misbehaves, the teacher will talk to the child on eye level to explain why the behavior was wrong. An example of appropriate behavior will be given. Limits will be consistent and firm. The rules will not change from day to day.

If a child persists in the inappropriate behavior the teacher will arrange a conference with the director and parent(s) to discuss a plan of action.

Inappropriate and Unacceptable Behavior Includes but not Limited to

1. Refusal to comply with a teachers request
2. Treating UFT's or an individual's property with a lack of respect
3. Aggressive, physical, or verbally threatening actions directed at another individual
4. Profane or abusive language (does not have to be directed at another individual)
5. Disrespecting another child or Employee
6. Self-destructive behavior
7. Other behavior determined by a staff member to be unacceptable

Infant Discipline Policy

Infant rooms are specifically designed to be safe and appropriate. There is little need to formally discipline infants or toddlers.

For example, if a child is using a toy in an inappropriate manner the staff member will show how the toy can be used. If the behaviors persist the toy can be taken from the child. Children should be removed from a situation that they cannot cope with and given other toys or children to interact with.

Transportation Discipline Policy

This policy affects any and all children being picked up or dropped off in the UFT Vans. All children are required to remain seated at all times and behave in an appropriate manner. If any child acts in an inappropriate manner the 1st. time a verbal warning will be given this includes a phone call to the parent(s), and the 2nd. Time a written warning will be given including a phone call to the parent(s), and the 3rd. time a phone call will be made in addition to a suspension. The director will determine the number of days of the suspension off the van.

Discipline Practices Not Used in the Center

The licensed staff, volunteers, student teachers, substitutes or any other individuals connected with this center will not subject any child to injurious treatment. Corporal punishment or physical punishment, which is the intentional infliction in any manner of any type of acts, which result in physical pain or distress, will not be used. This will include but not be limited to tapping, slapping, pinching, hitting, or shaking a child.

Emotionally or physically damaging acts including, but not limited to ridiculing, shaming, belittling, deprivation of attention to the child's physical or emotional needs, verbal aggression, frightening threats or isolation out of sight or hearing of an adult will not be committed toward a child by any individual associated with this center.

Children will never be forced to eat, but will be encourage to taste the food. Children will not be punished for not eating.

Vigorous outdoor play is necessary activity to ensure the health and wellbeing of children.

Any infraction of these guidelines will result in immediate disciplinary measures, up to and including termination.

I have read and agreed to this discipline policy on _____(Date)

Signature_____