



## **DISCIPLINE AND GUIDANCE POLICY**

Directions: Parents will review this policy upon enrolling their child. Employees and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

### **Discipline must be:**

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

**A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:**

1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, limited to no more than one minute per year of the child's age.

**There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Restraining a child in any apparatus or area to any capacity
9. Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
10. Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.



**Sunny-Steps Childcare Center follows KDHE-suggested guidelines when, if needed, implementing a “time-out”. The KDHE guideline reads as follows:**

“Time-out should be used sparingly. Overuse of “time out” or any other method of guidance causes the method to become “old hat” which causes it to lose its effectiveness. Time out provides the child the opportunity to think - cool off - and calm down. Time out is not about your ability to control the child. Provide a “time out space” for the child that is nearby and which allows you to supervise the child clearly. Invite the child to rejoin the group when he/she is ready. Talk about the behavior, and feelings and reassure the child when he/she rejoins the group. Never place a child in time out for long periods.”

Any child whose behavior is considered inappropriate at the daycare will have that behavior pointed out to him/her, and why this behavior is inappropriate will be explained. After one warning, discipline will follow. Time out is the preferred form of childcare discipline at our preschool facilities. Time out will consist of the child being placed in an area isolated from the other children, yet still in the same preschool classroom.

Any inappropriate activity that persists after this will be addressed with the director and possibly a conference will be set up with the parents. Parents will be notified at the time if inappropriate behavior does not stop after a time out and a visit to the director. We will work with the parents and child to correct any inappropriate behavior.

\*If after all options are tried, and satisfactory improvement is not noted, the child may be asked to leave Sunny-Steps Childcare Center as a final measure, at the director's discretion.

Parent Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Print Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_