

## **Spring Woods Weekday Ministries for Children Discipline and Guidance Policy**

1. Discipline must be:
  - Individualized and consistent for each child
  - Appropriate to the child's level of understanding; and
  - Directed toward teaching the child acceptable behavior and self-control
2. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-direction, which includes at least the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
  - Reminding a child of behavior expectations daily by using clear positive statements
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age
  - If a child is disruptive and detracts too much from classroom activities, the child will be removed from the classroom to the office
  - The Director or Assistant Director will discuss the appropriate behavior with the child in the office
  - If the child continues to be uncooperative, the parent will be notified;
  - Staff members will not discuss a child's inappropriate behavior in a derogatory fashion in the presence of children or another staff member
3. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - Corporal punishment or threats of corporal punishment
  - Punishment associated with food, naps, or toilet training
  - Humiliating, ridiculing, rejecting, or yelling at a child
  - Subjecting a child to harsh, abusive, or profane language
  - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies I have read and received a copy of this discipline and guidance policy.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Check one please:

\_\_\_\_\_ parent/guardian

\_\_\_\_\_ employee/caregiver