



A Child's World Early Learning Center
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Parent Orientation Program

Guidance and Discipline Policy and Procedures

The Illinois Department of Children and Family Services requires that all licensed schools have a written Guidance and Discipline policy for staff use.

“Research has shown that children grow and change by confronting and dealing with difficulties rather than avoiding them. As you may have experienced, oppositional behavior is the norm for children between 18 months and 6 years of age.” For that reason, not every problem can be avoided. Emphasizing cooperation and forgiveness, the school staff strives to help each child develop the ability to solve problems using words.

Every effort will be made to handle discipline problems with a positive approach. Whenever possible, redirection will be given to the children individually and quietly. If inappropriate behavior occurs, it may be necessary to separate children within the classroom to prevent harm. At no time, will any child be left alone outside the classroom. Our staff is committed to working through conflict. As parents, you can trust our staff to professional judgment concerning discipline matters.

Classroom Management

Physical punishment acts as a sign of frustration and anger in adults, and not as a means by which children may learn what is acceptable and appropriate behavior. It discourages adults from seeking more effective ways to teach children and in no way promotes development of self-control. Instead, physical punishment encourages negative behavior in children. They become highly resentful, have high levels of mistrust and display a negative response to their surrounding environment. Misbehavior becomes a means by which children communicate in an effort to have their needs met. Low self esteem increases with the frequency of physical punishment and can sometimes result in withdrawn, passive children.

In accordance with Section 407.19 of DCFS Licensing standards:

- Discipline is handled in the classroom, not in bathrooms, closets, etc.
- Forbidden methods of discipline include, but are not limited to: corporal or physical punishment (hitting, shaking, burning, spanking), discipline of the entire class for the action of one, long periods of isolation, sitting or standing in corners, biased or harsh treatment, excessive yelling, taunting, or teasing. Anyone caught using these methods will be discharged from the center immediately.
- Approved methods of discipline include redirecting to another interest area, private reproof, five-minute separation from activity in the child's classroom, temporary denial of privileges, parent contact.

Procedure for Staff on Implementing Guidance and Discipline

Staff members who have an ongoing relationship with the children will be responsible for guidance and discipline. There should be a preexisting firm foundation of trust established between the staff member and the child. The staff member will also know what behavior expectations are developmentally appropriate for the child.

Staff members will encourage each child to use self-control and assume responsibility for his or her own actions. Classroom behavior expectations are age appropriate and are clearly understood by each child. Positive and caring behavior is often discussed and consistently reinforced.

Each child is encouraged to resolve simple behavior disputes, "We have a problem, how can we solve it".

Staff members will encourage independence in each child, but will lend a hand if a task becomes frustrating. If there is a spill or a mess, the staff member will not react negatively and will encourage the child to help clean up the area.

Should discipline be necessary, the relationship between the act and the consequences shall be clear to the child. Staff members will speak to a child at eye level using a direct and kind tone of voice. Cynical remarks or facial gestures will not be used.

Redirection is always the first approach to discipline. The staff member will suggest to the child a more appropriate behavior for the situation. In most cases, redirection is all that is necessary to alleviate a problem.

Children having trouble in a particular area of the room will be invited to play in another area of the room.

Children behaving in a disruptive manner during rug time activities will be asked to move to another spot on the rug or sit next to a teacher. It may be necessary to assign areas on the rug for individual children.

Should a child repeatedly behave in a manner disruptive to himself or others, or is unresponsive to positive redirection by the teacher, a short separation time within the classroom will be initiated. This separation time will be until the child is able to communicate with the teacher and is ready to resume appropriate activity and shall not exceed 10 minutes.

As a last resort, a child may need a short time away from a negative situation. During this short time away, the child will have a calm discussion with their teacher about appropriate behavior for a given situation. This time may be necessary to help the child calm down and refocus on positive behavior.

Roles of the Parent in Guidance and Discipline

A Child's World Early Learning Center encourages open communication with parents in achieving the goal of appropriate behaviors by children. The teacher will call, or have a conference with the parent if a child's behavior is consistently inappropriate. The teacher will discuss with the parent effective guidance techniques used in the home and share with the parent techniques used at school. Consistency being the key, parents are encouraged to follow through with the teachers suggestions within the home. If necessary, referrals for professional guidance will be made to help the parent and child.

Disenrollment Policy

A Child's World Early Learning Center reserves the right to terminate enrollment of a child, if the child consistently displays inappropriate behavior that is harmful to himself, other children or the teacher. The parents will be notified of any and all situations in which a child deliberately hurts another person. A Child's World Early Learning Center will work with the parents and offer referrals to other school or to appropriate guidance resources.