

**Guidance and Discipline Policy**

In order for discipline to be effective it must be consistent and individualized, directed toward modeling the acceptable behavior and self control; and appropriately direct toward the child’s level of development. The following guidelines are put in place to ensure that these criteria are met.

At The Early Learning Academy the staff and families will be encouraged to use positive methods of guidance and discipline that encourage seld esteem, self control and self direction including the following:

* Encouragement and praise for appropriate behaviors
* Clear, positive statements to remind a child of behavioral expectations
* Redirection for inappropriate behavior using positive statements.

In contrast, the following types of guidance and discipline are prohibited at The Early Years Academy:

* Corporal punishment or threats of corporal punishment including but not limited to; hitting, spanking, swatting, shaking, pinching and any act intended to induce physical pain or fear.
* Threatened or actual withholding of food, rest, or use of the restroom.
* Any form of public or private humiliation including abusive or profane language
* Any form of emotional abuse including but not limited to; shaming, rejecting, terrorizing, or isolation of a child.

The Early Years Academy has implemented the following steps for guidance and discipline:

* Step 1: **Remind-**the child will be reminded of behavioral expectations
* Step 2: **Redirect-** the child ill be redirected to a more appropriate activity / behavior
* Step 3: **Removal-** the child will be removed from the activity / person which appears to create the disturbance and is offered an alternative activity.
* Step 4: **Relocate-**the child will be removed from the class for a brief period of time to offer a change of environment which may deter the behavior.
* Step 5: **Referral-** in cases of consistent patterns of disruptive, dangerous or inappropriate behavior and the need for regular relocation a parent / teacher / director conference may be necessary to devise more effective methods of guidance and discipline for your child. At this time, in extreme cases, a behavior modification pan may be put into place for your child or the proposal of removal from the program may be discussed.

By signing below, I acknowledge receipt of The Early Years Academy’s Guidance and Discipline Policy and I agree to abide by the terms outlined.

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Signature Date

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Signature of Administration Representative Date

**Check One:**

* Parent
* Employee / Volunteer