



Guidance and Discipline

All staff must be thoroughly acquainted with the guidance and discipline policies and must adhere to them at all times. At PHK we believe that discipline is a positive opportunity to help children learn and mature. It is part of an ongoing process through which children develop more effective social skills, self-monitoring/regulation and problem solving/management. We will maintain a safe and emotionally secure environment while at the same time assisting children to make good decisions and interact positively within the group. We will always operate in accordance with an attitude of Unconditional Positive Regard. We will accept the nurture of all children as individuals, without prejudice or exclusion and yet maintain control through effective organization, positive reinforcement and well-defined rules. We advocate a policy of POSITIVE DISCIPLINE to be administered through the following practices:

Staff Involvement

1. Communicate with children using positive statements to encourage self-monitoring and cooperative effort.
2. Encourage and assist children to use their own words and solutions to resolve interpersonal conflicts.
3. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about behavioral guidelines and targets.
4. Frequently acknowledge accomplishments and reinforce positive behavior.

5. Consistently model acceptable behavior.
6. Clearly establish limits and guidelines
7. Clearly explain behavioral expectations and rules.

Student Involvement

1. Know and understand rules and expectations.
2. Model good behavior and fair play to others.
3. Respect for the school environment.
4. Respect for fellow students and teachers.
5. Children will be given a reasonable opportunity to resolve their own conflicts, when age appropriate.

Parental Involvement

1. Parents will be informed of the discipline policy and distribution of policy within the enrollment packet, and within the Parent Handbook
2. The Director will notify parents verbally if a child exhibits a pattern of unacceptable behavior.
3. The Director may request a formal conference with parents to establish a plan of action.
4. If necessary the parent may be asked to pick up the child from the Care center and/or remove the child for the next scheduled day.

Prohibited

In accordance with DVFSS rules, the following behaviors are prohibited in all child care settings:

1. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear.
2. Threatened or actual withdrawal of food, rest or use of the bathroom,
3. Abusive or profane language

- 4 Any form of public or private humiliation, including threats of physical punishments.
5. Any form of emotional abuse ,including shaming, rejecting, terrorizing or isolating a child..

Behavior Resolution

When disciplinary action is required to resolve a conflict or restore decorum

1. Limits and consequences shall be clear and understandable for the child. It shall be consistently enforced and explained to the child before and as part of any disciplinary action..
2. Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. Toddlers are redirected, infants are moved to other interesting toys. All children shall be made aware of the relationship between the act and the consequence.
3. A brief separation, with adult supervision will be implemented to allow a child time to regain emotional control and to rethink their commitment to cooperative behavior and self-control.
4. Removal from the group to help a child gain control shall not exceed one minute per year of age.
5. Afterward, the child and staff member will have a conversation regarding behavioral expectations.
6. Parents will be informed when disciplinary action is taken;

Discipline documentation / distribution policy

1. This policy shall be distributed to parents and staff as part of the Parent Handbook, and the Employee Handbook and Policy Manual.
2. Caregivers shall have ongoing communication between home and the programs discipline regarding the child

3. Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record