



DISCIPLINE & GUIDANCE POLICY

BJBE ECC

Discipline Policies and Procedures

The environment is the third teacher in the classroom according to the Reggio-Emilia approach to early childhood education. Spaces are established to minimize potential disciplinary challenges. Children of all ages need clearly articulated limits. They learn that certain types of behavior are not acceptable. At the BJBE Early Childhood Program at the Chava Center, staff members use positive language, reinforce appropriate behaviors, and state expected behavior. Children are redirected when appropriate. Children are given alternatives and choices. Natural consequences are used as an educational tool. The safety of the children is of paramount importance. No child will be allowed to hurt himself, others, or the school property. When all of the above have been tried, a “break” (sitting quietly to calm down no longer than one minute per year of age) will be used. Parents will be kept informed if this occurs on a consistent basis and a meeting will be scheduled to develop a plan of action.

The following are the steps taken when a child’s behavior may cause harm to themselves or others:

1. A child who is disruptive will be redirected to a more appropriate activity.
2. If the behavior persists, “break time” will be used to avoid interfering with the other children.
3. At a quiet moment, the teacher will sit down with the child, define the problem behavior, and give the child acceptable alternatives to the problem behavior. Motivation will also be discussed.
4. If it becomes necessary, teacher and parents will meet to develop a plan of action.

Discharge Procedures

Every effort will be made to meet the individual needs of each child in our program. In the rare situation where the BJBE Early Childhood Center at the Chava Center is unable to meet the child’s individual needs, the child demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, the child shall be discharged from BJBE’s Early Childhood Program at the Chava Center.

In all instances, when the director of decides that it is in the best interest of the child to terminate enrollment, the child’s and parent (s)’ needs shall be considered by planning with the parent (s) to meet the child’s needs when he or she leaves the facility, including referrals to other agencies or facilities.

Effective Ways For Parents to Negotiate Difficulties and Differences

- Immediately bring your concern to the attention of your child’s teachers

- If your issue has not been resolved, bring it to the attention of the director of the Chava Center
- Finally, if your issue is still not resolved, bring your concern to the attention of BJBE's Director of Education, Sandy Robbins.

Consultation

The BJBE Chava Center utilizes the services of a consultant with expertise in child development. The consultant observes periodically in the classroom. If a child is evidencing one or more behavioral difficulties or developmental lags, we believe in early intervention. Parents are always informed and asked permission prior to involving the consultant for an individual observation. Should the need arise; the consultant could meet with the staff as well as the parents. Information about any child is held in the strictest confidence.

Written Rules for Children

1. Be nice to each other.
2. Remember to use words.
3. Use an indoor voice when inside the building.
4. Walk when inside the classroom and school building.
5. Keep you hands to yourself.
6. We need to care about one another and never hurt someone's body or feelings.

Prohibited Behaviors

The following behaviors are prohibited in all child care settings:

- A. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear.
- B. Threatened or actual withdrawal of food, rest or use of the bathroom.
- C. Abusive or profane language
- D. Any form of public or private humiliation, including threats of physical punishment; and
- E. Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

Late Policy

If your child is not picked up on time, within 15 minutes of their enrolled school day end, or if we have not spoken to you or your contacts, DCFS licensing standards require that we contact local authorities. DCFS licenses us that we are only responsible for the child during operating hours. Up to date emergency contact numbers must be on file for each child. The child shall never be held responsible for the situation and discussion of the issue will only be with the parent or guardian and never with the child.

I have read and received the above Discipline & Guidance Policy.
I have read and received the above late policy.

Child's Name: _____

Parent's Name Printed: _____

Signature

Date