

Child's Name: \_\_\_\_\_

## DISCIPLINE PROCEDURES FOR MESSIAH LUTHERAN LAMBS EARLY CHILDHOOD DEVELOPMENT INC.

We, the staff of Messiah Lutheran Lambs, are concerned about the growth and development of each of the children in our care. Children have the right to feel loved, to feel safe, and to be treated with respect by parents, teachers and their peers. We are concerned about the well being of the class, the school, individual students, teachers and other adults.

If inappropriate behavior occurs – such as: hitting, kicking, biting, temper tantrums, foul language, disrespectful attitude towards teachers and other adults, the following steps will be taken.

1. Teacher will talk to the student.
2. Student will be placed in a “chill-out” spot in the room.
3. Student will have time out in director’s office.
4. Parent will be notified of the behavior on the second visit to the director’s office and be followed by a parent conference (set up by appointment).
5. Parent will be called to pick up their child for the remainder of the day.
6. Parent will be called to pick up their child for removal from school for three consecutive days. A parent conference will be held (by appointment) before the child is allowed to return to school.
7. Parent will be called to pick up their child for removal from school permanently.

However, if a child does physical harm with serious bodily injury to others, this will warrant immediate dismissal from school.

The teacher or director will inform parents of each step. Action taken will depend on consultation with the Pastor, plus the Director of Early Childhood as stated in the Parent’s Handbook.

I have read and understand the above.

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Signature of Parent / Guardian

(OVER)

## DISCIPLINE AND GUIDANCE POLICY FOR MESSIAH LUTHERAN LAMBS EARLY CHILDHOOD DEVELOPMENT INC.

- ❖ Discipline must be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child’s level of understanding; and
  - (3) Directed toward teaching the child acceptable behavior and self-control.
  
- ❖ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation or “chill” out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.
  
- ❖ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child’s mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - (9) 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       Employee/Caregiver       Household member of a child-care home