

JRC EARLY CHILDHOOD CENTER

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Sign one copy and keep one copy for your records.

GUIDANCE AND DISCIPLINE POLICY (as per DCFS Requirements)

- 1. Statement of Philosophy:** The JRC Early Childhood Center believes that the goals of setting limits (discipline) are to help the children gain self-control, assume responsibility for their own acts, become aware of the rights of others, and to protect the safety of the group and individuals.
- 2. Staff Implementation:** Discipline in our classrooms is the implementation of actions by the staff to guide and encourage respectful, cooperative, and safe behavior. Modeling behavior, using books and stories to demonstrate situations, involving children in the creation of understandable guidelines and rules for the classroom, and helping children to be aware of and understand consequences of certain behaviors are examples of discipline used in our classrooms. Staff members will help individual children develop self-control and assume responsibility for their actions. Discipline will be proportionate and logically related to a child's action, developmentally appropriate, designed for different ages, and responsive to the learning styles and needs of individual children. The staff will make the child aware of the relationship between the action and its consequences. Limits and consequences will be made clear and understandable to the child before and as part of any disciplinary action, and those limits and consequences will be consistently enforced. Discipline may include redirection into another activity, loss of privilege or activity in the area where misbehavior occurs, and firm, positive statements about acceptable and unacceptable behavior. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff members who interact with the child will be aware of the plan and cooperate in its implementations. All staff members will have read and signed a copy of this Guidance and Discipline Policy at the time of employment.
- 3. Prohibited Behavior in All Child Care Settings by All Present on School Premises:** The following are prohibited: corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear; threatened or actual withdrawal of food, rest, or use of the bathroom; abusive or profane language; any form of public or private humiliation, including threats of physical punishment; and any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.
- 4. Parents' Involvement:** Discipline is the responsibility of adults who have an ongoing relationship with a child. When there is a specific plan for responding to a child's pattern of unacceptable behavior, then the child's parents or guardians, and all staff members who have a relationship with and interact with the child, will be aware of the plan and cooperate in its implementation. All parents will read and sign a copy of this Guidance and Discipline Policy at the time of their child's enrollment. Written rules that set the limits of behavior for the protection of the group and individuals will be available to parents, staff and children. They will be stated in the positive whenever possible, pertain to important situations, and be understandable and be enforceable. Clinical behavior management plans may be developed to meet the needs of a child if developed with the parent and a professional clinician. When a clinical plan is recommended, the director will meet with our social worker/consultant and the child's parents/guardians on a regular basis to stay informed and to be able to respond to the outcomes of any intervention and the changes in the child's behavior or area of development seen in the classroom.

5. **Children’s Involvement:** Rules that set the limits of behavior for the protection of the group and individuals will be explained in an understandable manner to the children and will be stated in the positive whenever possible. Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action. Where age-appropriate, children shall have reasonable opportunity to resolve their own conflicts, and staff should encourage and facilitate this type of conflict resolution.

6. **General Conduct on School Premises:** To ensure that our school environment remains safe and comfortable for families, children, and staff, we ask that everyone adhere to these policies. No verbal or physical abuse is to be displayed toward any child or adult within the center or surrounding property. Any display of inappropriate behavior will be addressed immediately. All members of the center staff are mandated reporters, and any sign of physical or mental abuse of a child must, by law, be reported to the Illinois Department of Children and Family Services (DCFS). Weapons of any kind are prohibited. DCFS screens all staff for criminal background.

7. **Procedures for Termination of Enrollment Because of Disciplinary Issues:** If a child continues to have difficulty adjusting to the group setting, and difficult behavior persists, the teachers, school director, and consultant will work with the child’s family to problem-solve. The Early Childhood Center reserves the right to terminate the enrollment of any child based on the following DCFS regulation: “Any child who, after attempts have been made to meet the child’s individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.” In all instances, if the JRC Early Childhood Center decides it is necessary to terminate enrollment, the director will work with parents to try to meet the child’s and parents’ needs when the child leaves the facility, including referrals to other agencies or facilities.

I have read and understand this policy _____

Signature/Date

Child’s Name _____