Little Saints Preschool Disciplinary Procedures & Policies

**Our Philosophy:** Our philosophy at Little Saints Preschool is to allow the child to solve his/her own problems with our guidance.  We encourage taking turns and communicating.  Physical or cruel verbal responses to conflicts are never appropriate.

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. The teachers will use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child’s own ability to become self-disciplined

Prohibited Discipline Methods:

The following discipline methods are never used at Little Saints Preschool:

* Corporal punishment, including hitting, spanking, 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 or terrorizing a child

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.In the event that a child is having difficultly following the rules or is being disruptive in the classroom, the child will be redirected by a teacher to a more appropriate activity.  If redirection is not effective, or if the child is exhibiting behavior that may be dangerous to himself or others, it may be necessary to remove the child from the group.

Every attempt is made to explain to a child in a positive and loving manner why his/her behavior is inappropriate.  The teacher will usually discuss the issue with the parent(s) in an informal setting so the parent(s) may continue explaining the issue to the child at home.

1. Use of behavioral tools (breathing techniques, fidget toys, etc. when necessary)
2. Separating a child from the group (walks with a teacher or quiet time)
3. Counseling children individually about their behaviors, talking with the director or another teacher
4. Making parents aware of disciplinary concerns (behavior reports, behavior journals, phone calls or emails). Disruptive Behavior will be addressed in a behavior report or journal. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child’s folder to be taken home. If we feel the situation warrants it, the parent(s) will be verbally told after class or in a phone conference on the day of the behavior problem. If necessary, the child will be removed from the classroom and the parent will be called immediately.

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

*  Requires constant attention from the staff
*  Inflicts physical or emotional harm on other children, adults, or self
*  Disrespects people and materials provided in the program
*  Consistently disobeys the rules of the classroom
*  Verbally threatens other students and/or staff
*  Uses verbal or physical activity that diverts attention away from the group of children.

**Progressive Discipline Procedures:** At Little Saints Preschool we take a team approach to addressing behavioral problems.  The teachers, Director, and parents work together to find the best solution to behavioral problems that may arise at Little Saints.

1. **Conferences with regard to behavior problems:**  The parent(s) will be requested to have a

conference with the teacher if the following occurs: (1) the child repeatedly refuses to follow the classroom rules; or (2) the child becomes physically or verbally violent and is threatening to the other children or the teacher.  The Director will be made aware of any behavior problems in the classroom that are problematic to the operation of the class.  If the parent(s) and the teacher need further assistance, the Director will meet with the teacher and the parent(s).

2.**Referrals:**  If the child’s behavior continues to be problematic, it will be recommended that the parent(s) seek outside help and the Director will provide a list of

referral sources.

3. **Behavioral Contract**: A behavioral contract will be made for the child, with terms and conditions to help the child and ensure the child can stay at Little Saints Preschool. The behavior contract will also have terms and conditions in case termination of services need to be necessary.

**4.Probation:**  If the child’s behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined. The child will be placed on probation for an indeterminate time period until help is secured and/or the parents, the teacher and the Director agree that the behavior has been corrected and the child may return to school, upon the behavioral contract.

**5.Dismissal:**  The child will be dismissed from the school: (1) if the child’s behavior is continually disruptive and threatening to the well-being of the other children or (2) if the parents have not displayed documentation of securing help for the child when requested by the school upon the behavioral contract.

**Director Involvement:** The Director will be informed of any problems with the children attending Little Saints Preschool.  The Director will be asked to observe any child exhibiting behavioral problems at Little Saints Preschool.  The Director will be involved with the teacher and parent(s) from the beginning of conferences.  The Director and the teacher will keep records of all events revolving around the child.

Children cannot become self-disciplined unless adults teach them right from wrong. At Little Saints Preschool, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school.

Little Saints Preschool

Discipline Policy Agreement

I have read the Little Saints Preschool Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of Little Saints Preschool.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_