



OAKRIDGE EARLY EDUCATION CENTER DISCIPLINE POLICY

The purpose of discipline is to help children learn acceptable behavior and develop self control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At **Oakridge Early Education Center** we are continually focused on building positive relationships between the teacher and the child. We also continue to provide interesting and challenging programs to the child so that discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

The following is considered unacceptable behavior:

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| Running in the classroom | Leaving the area or group without permission |
| Becoming disruptive | Removing shoes or other articles of clothing |
| Throwing toys, rocks, sand | Behavior determined by the director to be unacceptable |
| Aggressive behavior | Using toys and materials inappropriately |
| Abusive, or inappropriate language | Arguing with team members or other children |
| Lack of Cooperation | |
| Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair | |

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Time out" or "think time" within their area**
 - A) If a problem still exists, the child is then removed from the situation
 - B) One minute per year of age, no more than three minutes after the child has regained control or composure.
 - C) "Time out" or "think time" shall be defined as an area away from the group or activity yet within supervision the teacher or other classroom adult.
 - D) The child will be allowed to return to the group as soon as possible.
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "time out" / "think time" periods are not sufficient or appropriate, staff members intervene as soon as possible to prevent physical or emotional injury.
 - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives
- 3) **"Time out" or "think time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "time out" / "think time" with-in the area becomes either inappropriate or ineffective
- 4) **Behavior Report**
 - A) If the child's behavior continues to be inappropriate
 - B) OR the severity denotes an un-resolved problem.
- 5) **Behavior Intervention Meeting**
 - A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
 - B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
 - C) This may be called by any of the individuals listed above.
- 6) **Sending a child home**
 - A) When the child becomes out of control
 - B) And/or when the child fails to respond to the measures taken by the **Oakridge Early Education Center** Team.
 - C) This is at the discretion of the most senior Leadership Team member present.
- 7) **Suspension**
 - A) Three written behavioral reports within a nine week period constitute the child's being suspended from the child care program for one week.
 - B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
 - C) Fees will still be paid for this week to retain the child's space in the **Oakridge Early Education Center** program.
 - D) If the child does continue in the program and does receive a fourth behavioral report within a 30 day period, termination of services may occur.

8) Termination of services

- A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
- B) Termination may be effective immediately after consulting the most senior Leadership Team member present
- C) The parent or guardian will be notified.
- D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being him/her self or one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use two methods to communicate with parents about their child's need for disciplinary actions.

- 1) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- 2) The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each "Behavior" Report counts as one of the three that would result in suspension.

Staff at Oakridge Early Education Center strives to work together with parents in all aspects of their child's development, including discipline. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. Our goal is to provide all children, in our program, with a warm and loving atmosphere in which to grow and learn.

No corporal punishment of any kind will be allowed or used at this center.

Threats, ridiculing, and other forms of verbal aggression do not meet with the center's approval.

Oakridge Early Education Center prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or status as a protected veteran.

I have read, understand, and I agree with the Little Oakridge Early Education Center's Discipline Policy:

Parent's Signature _____ **Date** ____/____/____