

# Harvest Time Child Development Center Discipline Practices and Procedures Form

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The goal of discipline is to help children understand the rationale of behaving in specific ways. We understand this to be an on-going task that will consume much of our attention. We also understand the importance of being realistic in our expectation of a child's age related behavior. At all times in our facility, a child's developmental age will be taken into consideration.

To meet these requirements, the following practices and procedures will be adhered to regarding discipline of children in this child care facility:

1. Spanking a child or any other form of physical punishment by a staff member of this facility is prohibited.
2. Discipline shall not be associated with food, rest, or toileting.
3. No discipline shall be administered which is severe, humiliating, or frightening.
4. Children shall be allowed choices in age appropriate activities, equipment, and materials, giving him a feeling of control over his environment so that conflict can be avoided.
5. Children shall be given help in the development of language skills which will help them resolve conflicts with words and not with inappropriate behaviors such as biting, hitting, kicking, etc.

If a child experiences difficulty in controlling his/her behavior then:

1. He/she may be directed to another play area which may prevent escalation of the problem.
2. If a problem still exists, the child must be removed from the play area and given time away from the group to regain control. Guidelines for this "time out" period are:
  - A. First offense – "time out" (remember: 1 minute per year old) in the classroom
  - B. Second offense – Child is taken to the office for "time out" with supervisor
  - C. Third offense – Parent is called to speak with the child or to come to center to discipline child, possibly to retrieve child for early pick-up.
3. If continued unacceptable behavior occurs, the parent will be asked to attend a conference with the daycare supervisor to discuss possible remedies.

**I have received in writing the Disciplinary Practices and Procedures used at this facility.**

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Date

Father/Guardian

Mother/Guardian

This form must be signed by both parents/guardians (as applicable) and returned to the office with your other pertinent registration materials.