

# Discipline and Guidance Policy

for

Christ Lutheran Learning Center

- ◆ 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 time 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.

Guidance (or discipline) will be based on an understanding of the child's needs and development. The staff will focus their attention on positive, appropriate behavior. Guidance will be direct, firm, and consistent when necessary. "Time out" will only be used as a time to think and get emotions under control. If usual measures are unsuccessful, parents will be asked to come for a conference so we can discuss ways of helping a child learn to behave in acceptable ways. Every effort will be made to assimilate the student and correct disruptive behavior. If necessary, parents may be encouraged to seek professional intervention or family counseling. After these options have been exhausted, and if the child's behavior continues to interfere with the orderly care and education of the other students, alternative arrangements must be made for your child. Each child is required to have a signed "Discipline and Guidance Policy" form before entering school each year. This form is kept in the child's permanent file.

My signature verifies I have received and read this discipline and guidance policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

\_\_\_\_\_ parent

\_\_\_\_\_ employee / caregiver