

# Discipline Policy/Behavior Management Policy

## Overview

Clubhouse Kids' Discipline Policy (also referred to as a Behavior Management Policy) takes a positive approach to discipline. It is based on mutual respect and positive guidance.

We use several methods to help the children learn self-control and appropriate behavior. Those methods include offering choices to the children, as well as using redirection, reflection, and clear rules & expectations. We encourage the children to make good choices and help them to take responsibility for their own actions.

To accomplish this, every day, staff are intently engaged with the children, providing a nurturing environment to actively support the children's development, learning, and attainment of skills.

When it comes to guiding children's behavior, our staff use positive guidance techniques by providing opportunities for the children to make choices, use self-reflection, and redirection.

We provide opportunities for children to exhibit helpful behavior by developing and following rules that ensure the care and safety of themselves, others, the center materials, and the center's property. We look for teachable moments where we can talk to the children about how to show kindness towards one another and how they can learn to become a person of good character. This is done in a supportive environment with the overall goal of helping the children in our care to learn to be respectful, kind, and supportive of one another. We strive to help the children learn to work together as a team/community, and to accomplish set tasks and goals.

The conflict resolution and mediation techniques that we use are based on the CSEFEL (The Center of Social and Emotional Foundations for Early Learning) model, also known as SEFEL and as the SEL (Social and Emotional Learning) model.

We use the CSEFEL model as a guide to help children learn appropriate behavior and conflict resolution techniques that they can reflect on throughout their childhood and adult years.

Some of the approaches that we use to help change undesirable behavior are:

- Ignore negative, attention-seeking behaviors
- Offer alternatives to undesirable behaviors
- Redirect to a different behavior or activity
- Show appropriate ways of seeking positive attention
- Reinforce and provide encouragement to positive behaviors
- Offer rewards in an effective, positive way
- Develop routines, schedules, and constructive, age appropriate, planned activities
- Set clear, consistent rules that are suitable for the ages and needs of the children
- Offer limited choices, so as to not overwhelm
- Offer a "calm down corner" or take a break to allow a safe place away from activities to allow a child to calm down and take a moment

### School-Age Specific Discipline Points

One of the best ways that we have found to help school-age children understand that they have control over their behavior and environment is to get them involved in creating the classroom rules and expectations. Periodically we review classroom rules and discuss what they mean and determine if any should be changed or if new ones should be added.

Children and their parents must accept that the Clubhouse Kids School-Age Child Care Staff have definite, basic expectations for behavior that must be met. These expectations include:

- Children are to be respectful to other children and staff. Respect should be mutual.
- Children are to listen to, and follow, directions given by the staff.
- Children are to keep their hands and feet to themselves (no physical contact).

Should a child refuse to follow these rules, the following may take place:

- The Director or Teacher will communicate verbally with the parents.
- The Director or Teacher will document the behaviors on a behavior report and will review with parents.
- The Director or Teacher will develop a plan for behavior management.
- The Director or Teacher will review the plan with the parents and request suggestions and support.

Should satisfactory progress not be made, the following may take place:

- The child may be suspended from the program for 1 to 3 days.
- A conference with the parents may be required before the child may return.
- Parents will be advised that if the behavior in question occurs again, they must have someone pick up the child immediately.

If after a determined period of time, sufficient improvement in the child's behavior does not occur, then Clubhouse Kids has the right to dismiss the child from any Clubhouse Kids program.

If conflicts arise among the children, we will deal with each situation on an individual basis. When children are upset about a situation that has occurred, they are taken aside to calm down and "talk it out" with a staff member.

Once the staff member has had the opportunity to talk with each child involved in the conflict, the staff member will bring all parties together for a mediation session so that each side can be heard, and a peaceful resolution can be reached.

We feel it is important for the children to acknowledge their true feelings and be given the space and time that they need to work through the conflict and to work through how they are feeling.

If a specific course of action is necessary, then the staff person and student(s) will work together to decide on a fair course of action and discuss strategies to help prevent the issue from occurring again in the future.

### **Younger-than-School-Age Specific Discipline Points**

Discipline policies for younger-than-school-age children will be applied on a "common sense" case-by-case basis taking into consideration each child's age, maturity level, and ability to understand the desired policies.

However, the points above as explained for school-age children and the resulting steps to be taken for those who choose to not follow the requested behavior, will be applicable for younger than school-age children as well.

### **Bullying**

Clubhouse Kids has a zero-tolerance policy regarding bullying. Our goal is to be proactive and to provide physical and emotional safety to all children. We realize the impact that bullying can have on a child both immediately and in the future, and we want to do what we can to eliminate these situations from occurring as much as possible.

We hold regular group discussions about bullying, hold in-center campaigns and activities that raise awareness about bullying behaviors, and provide resources for children and parents to review together to help bridge the gap between our center and home.

### **Parent Responsibility**

Children may also be dismissed from the program if their parent/legal guardian, or their pick-up person displays angry, violent, disrespectful, or inappropriate behavior towards the Clubhouse Kids staff, other children, or other parents.

In addition, a child may be dismissed from the program if the child's parent/guardian declines to seek the additional help as recommended by Clubhouse Kids in order to help correct any extreme behavior exhibited by the child at the child care center.

### **Dismissal From Clubhouse Kids**

Clubhouse Kids will follow the decision of any of its host-schools to suspend or expel a student. Dismissal from any Clubhouse Kids program may result in ineligibility for all future Clubhouse Kids programs.

If it is determined that a child's presence poses a threat to the health & safety of others, or requires a fundamental alteration of the Clubhouse Kids program, Clubhouse Kids has the right to dismiss the child from any Clubhouse Kids program.

If a child is dismissed from the program due to any reason, it is done in order to help ensure the safety and security of everyone involved.

### **Summary**

If a child has an ongoing discipline concern (being addressed), a primary goal of ours is to work *with* the family in order to achieve the necessary behavior change, and to not dismiss any child without just cause. The Director and staff will document and communicate each situation to a parent so that they are made aware of ongoing conflicts/behavior issues.

We place a great amount of effort on helping children work through their conflict/behavior by providing parents/guardians with outside resources where they can seek additional services.

Despite this, there are times when some behaviors may result in suspension and/or dismissal from our program, with up to a two-week period allowed for the parents to find alternate care. However, depending upon the severity of the situation, immediate suspension and/or expulsion from our program may sometimes be necessary.

Behaviors that may result in suspension and/or expulsion from our program are as follows:

- Bullying/teasing/intimidation/physically harming or verbally abusing another person
- Fighting/biting/hitting/kicking
- Theft
- Profanity or obscenity
- Endangering him/herself
- Leaving grounds without permission
- Intentional abuse of other's property
- Possessing or using any illegal substance
- Bringing dangerous items to the center (i.e.: guns, knives, other weapons, bullets, drugs, firecrackers, laser pointers, lights, etc.)

Physical restraint of any child is not a part of our program, however, may be required in extremely limited circumstances (for example, due to an out-of-control child) to protect the child, other children, or staff.

If physical restraint is used, the parent/guardian will be notified immediately. In addition, the incident will be documented on an official Incident Form and reported as per Clubhouse Kids procedures.

We train our staff on our positive discipline techniques on several occasions, such as at the time of hiring, during our staff orientation, and through special workshops during the year.

The Clubhouse Kids Parent Handbook reflects the policies and procedures generally applicable at the time of publication, and such policies and procedures may be changed at any time as deemed necessary by Clubhouse Kids.

Our Discipline Policy is intended as a guideline for behavioral or disciplinary concerns. Nothing in the Discipline Policy/Behavior Management Policy contains any expressed or implied contractual rights.