

## **Guidance and Discipline Policy**

The foundation, on which we base our guidance and discipline policy, is to encourage and support positive behaviour in each individual child. By creating an inclusive nurturing and accepting environment, each child will be able to develop the self-control and confidence to problem solve, and to handle their needs in a socially acceptable way. By offering a stimulating, organized and well equipped classroom this enables the opportunity for a positive social learning environment where fewer problems may occur. We are here to guide and teach each child the skills to manage their own behaviour and to treat themselves, the environment and others with respect.

We recognize each child as an individual and support an environment where communication from every child is valued and encouraged. Clear limits and guidelines are set and a consistent routine is held each class day. It is our job as teachers to understand the needs of our students and then help teach those children appropriate ways of expressing those needs. Creating a positive environment entails reminding children to use words to express what they want and how they feel. We will guide them through positive socially acceptable role modelling and assist them through “conflict resolution”. We will use positive reinforcement and acknowledgement of appropriate behaviour.

### **Steps we would use for “conflict resolution”:**

- Redirect whenever possible (find another activity)
- Include all the children involved in the problem solving process
- Each child will have an opportunity uninterrupted, to tell his/her point of view
- Teachers will model socially appropriate behaviour as well as manners
- Together we will explore all options to solve the problem and choose a solution
- If necessary the child will be removed from the area where the behaviour will be discussed as well as what would be a better choice for next time, and then allow the child to return to the activity when he/she feels that they can manage their behaviour more appropriately.
- If a child hurts another child the teacher will attend to the hurt child immediately. The child that was responsible for hurting the other child will remain with the staff member to look after the hurt/injured child until the hurt child is ready to resume playing.

The instructors will keep in close communications with parents whenever inappropriate behaviour exists beyond reminders in regards to the rules of the program. We will keep parents informed of what is being observed as well as any action taken and ask for outside support/assistance if needed to ensure a positive experience for the child in our program. Removal of a child from our program is only a last resort when all other options have been exercised and have not been successful.

**The following are prohibited at our facility by staff and caregivers and or parents:**

- At our centre there will be a zero tolerance for any form of “corporal punishment” including, hitting, spanking, swatting, beating, shaking, pinching, or any other measures taken to inflict pain.
- There will be no threatened action or actual withdrawal of food, affection, positive attention, or use of the bathroom.
- Public or private humiliation
- Emotional abuse including, shaming, rejecting, terrorizing, or isolating a child.
- Abusive or profane language
- Yelling at a child, blaming, teasing or ridiculing the child and or their family.

We will put forth our **GREATEST** effort in having **EVERY** child feel important and included, and will ensure that we will not participate in any practices that are harmful, degrading, dangerous, intimidating, physically or psychologically damaging to any of the children in our care.

**Parent Concerns:**

Please direct any questions/concerns in regards to your child directly to their class instructor. Dependant on any previous actions and or concerns you may also contact:

Cheryl Vanderlinde – Operations Manager CHCA @ 250-964-2662      **OR**

Bonnie Hatley – Manager College Heights Preschool @ 250-964-7529