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| ***DEFINITION: "Discipline" means the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child***A. POSITIVE DISCIPLINE 1. Caregivers shall use positive discipline, which shall include the following: a. Communicate to children using positive statements. b. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts. c. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.B. INAPPROPRIATE DISCIPLINE 1. Any person, while on child care premises, shall not engage in any of the following actions toward children: a. Inflict corporal punishment in any manner upon a child’s body. b. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort. c. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment. d. Placement in a locked or dark room. e. Public or private humiliation, yelling, or abusive or profane language.C. Staff shall not associate disciplinary action or rewards with rest, food, or toileting.D. Caregivers shall not: 1. Use time out for any child less than three (3) years of age. 2. Use time out for any purpose other than to enable the child to regain control. 3. Physically restrain children except:  a. when it is necessary to ensure their own safety or that of others; b. only for as long as it is necessary for control of the situation.E. DISCIPLINE DOCUMENTATION/COMMUNICATION TO PARENTS 1. This Policy shall be distributed to parents and staff. 2. Caregivers shall have ongoing communication between home and day care regarding all aspects of the care of the child. 3. Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child’s record. 4. In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues the Director may place the child on a two week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from the Child Care. **Discipline Policy**Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this Center will practice the following discipline and behavior management policy. |
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| We Do | We Do NOT |
| Praise, reward, and encourage the children. | Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the child. |
| Reason with and set limits for the children. | Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children. |
| Model appropriate behavior for the children. | Do not shame or punish the children when bathroom accidents occur. |
| Modify the classroom environment to attempt to prevent problems before they occur.  | Deny food or rest as punishment. |
| Listen to the children. | Relate discipline to eating, resting, or sleeping. |
| Provide alternatives for inappropriate behavior to the children. | Leave the children alone, unattended or without supervision. |
| Provide the children with natural and logical consequences of their behaviors.  | Allow discipline of children by children. |
| Treat the children as people and respect their needs, desires, and feelings.  | Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups. |
| Ignore minor misbehaviors.  |   |
| Explain things to the children on their levels. |   |
| Use short supervised periods of "time out". |   |
| Try to stay consistent in our behavior management program. |   |
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| Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right to, after meeting with the parents and documenting behavior problems and interventions, terminate child care services for that particular child. |

MY WORLD OF SMILING FACES CHILDCARE

DISCIPLINE POLICY

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

Positive guidance, Setting clear limits, and Redirection.

As stated in our parent handbook, our center firmly believes in redirection. If redirection is not effective, we may possibly choose to ask the child to sit in a “time out” depending on the age and development of the child. If “time out” is given, the child will sit for no longer than 1 minute per year of their life, ex: if the child is 3 years old, they will sit for no longer than 3 minutes. “Time out” is given in the classroom and in clear site of the teacher at all times.

When disputes arise among children or between a child and teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children’s ideas whenever possible. A child who may be overly aggressive or is repeatedly destructive of other children’s work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control. Staff will continuously supervise children during disciplinary actions. The staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment, nor shall a child be physically restrained unless it is necessary to protect the safety and health of another child or others. This will only occur in the presence of a witness(es), and will be thoroughly documented by the director in our injury/incident reports logbook.

MY WORLD OF SMILING FACES CHILDCARE

ABUSE AND NEGLECT POLICY

1. In our profession, all of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center. The definition of child abuse is a child who has had non-accidental physical injuries inflicted upon him, injuries which are at variance with the history given of them. A child who is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment that also includes:

* Any non-accidental physical or mental injury (ex: shaking, beating, burning)
* Neglect of a child (ex: failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
* Emotional abuse (ex: excessive belittling, berating, or teasing which impairs the child’s psychological growth)
* At risk behavior (ex: placing a child in a situation which might endanger him by abuse or neglect)
* The definition of child neglect is a child who has been abandoned, denied proper care and attention physically, educationally, emotionally or morally. A child who is allowed to live under circumstances, conditions or associations injurious to his wellbeing.

2. Staff responsibilities:

As child care providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk within 12 hours of the incident occurring, by making a verbal report to OCC and CPS.

3. Specifics on reporting a suspected case of abuse or neglect

* Call the Department of Child Protection Services (open 24 hours a day) at Tel: (301) 909-2450, After hours: (301) 699-8605

FAX: (301) 909-2200

Address: 805 Brightseat Road, Landover, Maryland 20785

* Call the Office of Childcare at 1-877-605-1539.or 301-333-6900
* The reporter’s name is required, but may be kept confidential information needed:

i. Name, address, phone number of child

ii. Name, address, phone numbers of parents or guardians

iii. Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect.

iv. Exact description of what the reporter has observed.

v. Time and date of incident

vi. Information about previous injuries, if any

vii. Circumstances under which reporter learned of abuse

viii. Name of any person suspected of causing injury

ix. Any information reporter believes would be helpful

x. Any action taken to help or treat the child

xi. Seek medical attention for the child if needed.

Mandated reporters must report orally to CPS or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected.

Within 48 hours of making the report, the mandated reporter must submit a written report to CPS. Staff is protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to CPS shall be documented and kept on file at the center. A copy of all statements from staff and the CPS-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child. The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect may be immediately removed from his or her position until CPS’s investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his or her position or allowed to return to work.

5. Staff training: Staff will be required to attend bi-annual staff meetings, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy: A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board. When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to CPS. Health care officials may need to talk to a child’s parents to access the cause of the child’s injuries and offer support and guidance.