**DISCIPLINE POLICIES AND PROCEDURES**

It is the objective of Nest Child Care & Parent Institute to provide quality child care and pre-school educational services to the community. In so doing, one must realize the importance of discipline and its effect on the children we serve. The Nest Child Care & Parent Institute’s discipline policy makes great use of positive behavioral supports. Whenever possible, staff members use the technique of positive redirection, distraction, or humor to change unacceptable behaviors. Teachers try to avoid power struggles by focusing on children’s expressed desires and capabilities. Children also have the opportunity to remove themselves from the situation in order to regain control or have quiet time. Listed below are disciplinary guidelines, which are to be maintained.

1. Maintain constructive discipline with the objective of helping the child learn, rather than forcing him/her to conform to adult standards.
2. Consider the child’s age, intelligence, emotional make-up, and his/her past experience.
3. Patience and understanding must be used if the child is to establish habits of good citizenship.
4. When enforcing disciplinary lessons, be fair and consistent, make sure the child feels safe, and make every effort to help the child recognize it as such.
5. Encourage and praise good behavior. This approach is frequently much more effective than scolding.
6. Keep in mind that the child’s acceptance of discipline and his/her ability to profit by it depend largely upon his/her feeling that he/she is liked, safe, and accepted.
7. Be sure that the staff is in agreement regarding supervision, training, and disciplines of children.
8. Maintain discipline guidelines set forth by your State Licensing Authority.
9. NO CORPORAL/PHYSICAL punishment shall be used.
10. Punishment shall not be associated with food, naps, or bathroom procedures.
11. Techniques or punishment shall not be humiliating, shaming, or frightening to the child.
12. No verbal abuse, threats, or derogatory remarks about the child or his/her family shall be used.
13. A kind, firm voice shall be used.
14. When uncontrollable behavior persists and becomes disruptive and/or harmful to other children, the child’s parents shall be advised and a probationary period for possible dismissal will be set.
15. No child or group of children shall be allowed to discipline another child.
16. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
17. A guideline of one minute per child’s age may be used for a calming period or time out if necessary.

All employees (prospective and those presently employed) should be in compliance with the Center’s discipline policies and procedures. Failure to comply will result in disciplinary action up to and including termination.

*Refer to Parent Handbook – Discipline Policy for additional information regarding Positive Progressive Guidance and our Zero Tolerance Child Abuse Policy.*

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Employee Signature Date

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Employee Printed Name