

**COVENANT CHILD CARE
FRANKLIN COVENANT CHURCH INC.
DISCIPLINE POLICY**

The following is a statement of the discipline policy of COVENANT CHILDCARE. We ask that both parents read the statement. When you have read and understand the policy, please sign below on the appropriate lines.

The goal of effective discipline is to teach each child how to live usefully and happily with himself/herself and others.

We, at COVENANT CHILD CARE, believe the benefits of respect, consistency and positive reinforcement are more effective than corporal punishment. *As such, no form of corporal punishment will be used at Franklin Covenant Church facilities a/k/a COVENANT CHILD CARE by parents or staff members.* COVENANT CHILD CARE'S discipline policy is consistent with the policy of the North Carolina Division of Child Development.

In an effort to prevent challenging behaviors, Covenant Child Care, carefully plans activities and meaningful learning opportunities, and employs the use of guidance procedures such as redirection and planned ignoring to support children as they navigate the development of social relationships with peers and teachers.

All parents are required to attend an orientation to the childcare center that includes time spent in the classroom with their child as a show of affirmation and emotional support to the child.

When the need presents itself, the following methods of discipline will be used by classroom teachers:

1. Model appropriate behavior. No child shall be handled roughly in any way, including:
 - shaking, pushing, shoving, pinching, slapping, biting, kicking, spanking, pulling arms, legs or other body parts as well as squeezing hands, neck or arms.
2. Redirect the child from an unacceptable activity to a more acceptable activity.
3. Provide alternative activities.
4. Give praise whenever possible for appropriate behavior.
5. Ignore behavior that would best be ignored when possible.
6. Distract children from inappropriate behavior.
7. Allow a child to get away from the situation briefly. This respects the fact that the child may be overly stimulated or upset and need an opportunity to be apart from the group.
8. Give the child time to consider his behavior. There will be a specified place (in full view of the caregiver) where the child will be allowed to sit for no more than 3 minutes of quiet time. This will be used as one of the last options for controlling a child's behavior. When a child's ability to understand that he/she is being asked to sit for quiet time, is impaired by disabilities or young age (under age 2), his/her behavior will be dealt with by distraction, redirection or pick up protocol as outlined below.
9. If these methods of discipline fail to bring about the acceptable behavior necessary for safe and happy relationships with the other children in group care, a conference with parents will be requested.
10. Parents will be notified, daily, in writing, when their child has exhibited antisocial or delinquent behaviors, and will be required to acknowledge the notice by their signature. The family will be informed and given resources to support their child's behavior problem.

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COVENANT CHILDCARE will follow these guidelines, at all times, about the discipline of children:

1. No child shall be subjected to any form of corporal punishment by their parent, the owner, operator, administrator, or staff at this child care facility. For the purposes of this statement, “staff” shall mean any regular or substitute caregiver, any regular or substitute caregiver, any volunteer, and any auxiliary personnel, such as cooks, secretaries, janitors, maids, vehicle drivers, etc. “Parent” shall mean any parent, guardian or a caregiver designated by the parent.
2. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, spanking, pulling arms, legs or other body parts as well as squeezing hands, neck or arms.
3. No child shall ever be placed in a locked room, closet, or box.
4. No discipline shall ever be delegated to another child.
5. Discipline shall in no way be related to food, rest, or toileting;
 - a) No food shall be withheld, or given, as a means of discipline.
 - b) No child shall ever be disciplined for lapses in toilet training.
 - c) No child shall ever be disciplined for not sleeping during rest period.
6. Children will be spoken to with a respectful tone of voice at all times.
7. Caregivers will not put hands on children for anything other than gentle and appropriate intentions.
8. A caregiver will never physically force a child to specified place for quiet time, raise her voice or place her hands on a child’s face to force eye contact.
9. **ACTING OUT BEHAVIORS** are out-of-control aggressive impulses that often result in antisocial or delinquent behaviors. Antisocial or delinquent behaviors are impulsive, aggressive, sometimes violent behaviors, that do not comply with established social and ethical codes. For example, tantrums, violent outbursts of temper accompanied with hitting, kicking, biting and screaming. If a child exhibits Acting Out Behaviors toward teachers and or peers, and does not calm down within a reasonable period of time (i.e. 30 minutes) the following protocol will be exercised:

After the methods outlined above fail to bring about acceptable behavior, and the child refuses to get away quietly from the situation:

- a) **TEACHERS WILL** immediately call or text the center **FLOATER** to contact the **PERSON IN CHARGE** for assistance.
- b) The **PERSON IN CHARGE WILL** respond immediately and ask the child if they would like to go outside of the classroom to calm down. The **PERSON IN CHARGE** will offer their hand to the child, if they want to leave the classroom, the two will go outdoors or to the auditorium for a cooling down period.
- c) If the child does not calm down and refuses to leave the classroom, the **TEACHERS WILL** remove the rest of the class outdoors or to another approved space while the **PERSON IN CHARGE WILL** call the child’s parents for pick-up within 30 minutes of the call.

10. CHILDREN UNDER TWO PICK UP PROTOCOL:

At times young children will experience distress and become inconsolable, or have difficulty acclimating to the classroom environment. Parents will be asked to bring security items of comfort that are familiar to the child for times of distress.

When a child under two exhibits distress, Acting Out Behaviors or becomes inconsolable:

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- a) TEACHERS WILL acknowledge the child by name and indicate that they notice the child is upset. The TEACHER WILL offer comfort with soft, tender touch, while being sensitive to the needs of the child wanting to be held or left alone to self-soothe, the child's security item will be offered at this time if available.
- b) After 10 minutes, if the child has not soothed himself, the TEACHER WILL ask the child if they would like to go for a buggy ride, a walk outdoors or redirection to a toy center.
- c) If at any time, the child becomes dangerous to himself or the other children in the classroom by thrashing or throwing materials or equipment; the TEACHER WILL remove the materials, equipment and other children from within reach of the child.
- d) After 10 more minutes (20 minutes has transpired), the TEACHER WILL call the parent to let them know what is transpiring and that their child has not calmed down. The TEACHER WILL tell the parent 10 more minutes will be given for the child to soothe himself.
- e) If after 30 minutes has transpired, and the child is still not calm, the parent will be called to come pick up their child.

11. If Acting Out Behaviors, or inability to self soothe under distress persists for more than three weeks and becomes a pattern of behavior, disruptive to the daily operation of the center, a referral will be made to Smart Start or the CDSA for developmental evaluation and or social emotional assessment. Parents are required to cooperate in pursuing developmentally age appropriate goals and prescribed activities to help their child overcome social emotional challenges. When a parent does not cooperate, termination of services will be necessary.

12. STRESS MANAGEMENT

All teachers are deemed fit for duty by their physician as a pre-employment service requirement. However, early childhood education is a demanding profession both physically, mentally and emotionally. If a teacher needs to exit a situation that has escalated beyond what is manageable or tolerable:

- a) The TEACHER WILL call the FLOATER for relief to take a stress relief break. The FLOATER WILL render immediate relief for 15 minutes.
- b) If more than a 15-minute break is needed, the TEACHER WILL clock out and contact the administrator to make arrangements for a substitute for the remainder of the shift or for a longer break.

13. COMPLIANCE

To ensure these policies are effective and carried out to de-escalate stressful, difficult or challenging situations, the CHILDCARE ADMINISTRATOR WILL:

- a) Observe, evaluate and coach staff and children quarterly in January, April, July, and October in indoor or outdoor learning environments no less than 20 minutes per group of children.
- b) In special circumstances staff members or parents can request an observation by contacting the administrator.
- c) Observations will be documented on the Discipline Policy Observation and Evaluation worksheet. (referred to as "worksheet" in this document) Copies of all worksheets will be maintained in the central file Required Childcare Center Records notebook for compliance documentation located at the Administrators workstation.
- d) If a correction needs to be made, the ADMINISTRATOR WILL address the situation

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immediately and coach staff members in correct implementation of the discipline policy in real time.

- e) If corrections are necessary, within 48 hours the ADMINISTRATOR WILL complete the worksheet in a private meeting with the staff member and to discuss corrective action. Both administrator and staff member will acknowledge and sign the worksheet and it will remain in the personnel record permanently.
- f) If a parent administrator conference needs to be scheduled to address a child's challenging behavior, the ADMINISTRATOR WILL contact the parent and a meeting will be scheduled within 48 hours with the parent or guardian to discuss the child's behaviors and strategies to correct the challenging behaviors. The parent administrator meeting will be documented on the worksheet, signed by both parties and will remain in the child's permanent record.
- g) If necessary, the ADMINISTRATOR WILL collect the Consent for Referral and Developmental Services from the parent and contact the appropriate agencies to refer the child to the appropriate professionals for developmental services.

14. If the Administrator determines, at any time, that Covenant Child Care staff cannot meet the needs of a child who exhibits Acting Out Behaviors or who does not acclimate to the childcare center environment, termination of services will be given to the family immediately.

PARENTS/GUARDIANS:

I _____ attest that I understand and have received a copy of the Parent Handbook, which contains a copy of this Discipline Policy and The NC Child Care Law and Rules and it was discussed with me.

Child's Name _____ Date of Enrollment _____

Signature of Parent _____ Date _____

Printed Name: _____

Signature of Administrator _____ Date _____

ALL STAFF AND VOLUNTEERS:

I _____ attest that I understand and have received a copy of the Personnel Policies of Covenant Child Care, which contains a copy of this Discipline Policy and it was discussed with me.

Signature of Staff _____ Date _____

Printed Name: _____

Signature of Administrator _____ Date _____

Parent Initial _____