



Behavior Guidance Policy and Procedure

All staff will provide a positive model of acceptable behavior, while teaching how to use acceptable alternatives to problem behavior in order to reduce conflict. From Cradles to Crayons behavior guidance is tailored to the developmental level of the children that our child care center is licensed to serve.

Our goal is to provide positive child guidance that help children to:

- Be safe with themselves and with others
- Feel good about themselves
- Develop self-control and good coping skills
- Appropriately express their feelings
- Become more independent
- Balance their needs and wants with those of others
- Learn new problem-solving skills, including non-violent conflict resolution
- Learn about conservation – to use equipment, materials, and other resources in caring, appropriate ways.

Positive methods of child guidance that include:

- A plan for appropriate behavior through the environment by arranging furniture and other materials to encourage active learning and independence
- A plan for daily scheduling that prevents boredom, waiting, hurriedness, with time to relax and enjoy activities, as well as a daily routine with ample opportunity for children to select activities and move between them at their own pace, and that gives children ample notice of transitions ahead of time
- Providing children with expectations that are clear, age-appropriate and applied in a consistent way.

When behavior incidents occur, our staff will implement the following procedure:

It is our belief that no discipline should be used on children under the age of 12 months. Toddlers are redirected when engaging in unwanted behavior. Teachers ignore negative behavior and praise good choices.

For Children 2 ½ and older, the first behavior incident will be redirected toward constructive activity in order to reduce conflict, while teaching the children how to use acceptable alternatives to problem behavior in order to reduce conflict.

If the same behavior incident happens a second time, staff will provide immediate and directly related consequences for a child's unacceptable behavior, the child will be asked to leave the activity and go to a quiet space in the classroom to "calm their bodies". Once the child has had time to calm down, staff will discuss the behavior with the child, help the child identify their emotions and the reason for the incident. Then the child and staff will work together to provide alternative suggestions for future conflicts.

If that same incident happens a third time parents are to be notified at pick up time and asked if they would take the time to develop a plan to address the behavior with us. Staff will also start to document the behavior including recording the child's unacceptable behavior and the staff's response to the behavior with an incident report form.

A child shall only be separated from the group if their behavior is harming themselves, a staff member and/or other children around them. The child will be within the classroom and will only be there until the violent behavior has stopped and only if less intrusive methods have been ineffective. The reason for separation with the child's name, age, time, date, staff person's name, what less intrusive methods that were used and how the behavior can be redirected will be documented, how the child's behavior continued to threaten the wellbeing of the child or other children in care and a copy will be given to the parents and a copy will stay in the child's file. If the child is unable to calm down and continues to put themselves or others at risk, parents will be notified to pick up their child.

In accordance to KDHE Child Care Licensing Regulations, we do not accept corporal punishment (rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking). Subjection of child to emotional stress such as name calling, ostracism, shaming, making derogatory remarks about a child or child's family, using language that threatens, humiliates or frightens the child. And withholding food, light, warmth, clothing or medical care will not be tolerated.

The children will not be separated from the group except within rule requirements. The children will not be restrained in any way, no use of mechanical restraints, such as tying.

There will be no punishment for toileting accidents.