

EINSTEIN ACADEMY, LLC DISCIPLINE POLICY

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self control. Good discipline does not mean punishing children and laying down the law - it is liking children and letting them see that they are liked. The basis for our Discipline Policy is an organized class room and prepared staff members. At Einstein Academy, LLC we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

According to licensing procedures for child care centers in the state of Florida:

402.305(12), F.S. *Discipline.*

- a) Corporal punishment including spanking, shaking and slapping shall not be used.
- b) Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.
- c) Punishment shall not be administered because of a child's illness, or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
- d) No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.
- e) Reasonable accommodation shall be made, based on special needs of children with disabilities. This accommodation shall be recorded in the child's file. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers.
- f) Each program shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of well-defined limits. The disciplinary policy shall be designed to help the child develop self-control, self-esteem, and respect for the right of others. The written policy shall be provided to team members and parents.

The following is considered unacceptable behavior:

Running in the classroom	Leaving the area or group without permission
Throwing toys, rocks, sand	Being disruptive
Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair	Abusive language
Using toys and materials inappropriately	Arguing with team members or other children
Removing shoes or other articles of clothing	Aggressive behavior
Lack of cooperation	Behavior determined by the director to be unacceptable

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Quiet time" within their area**
 - A) If a problem still exists, the child is then removed from the situation
 - B) One minute per year of age, no more than five minutes
 - C) "Quiet time" shall be defined as an area away from the group or activity yet within their area.
 - D) The child will be allowed, as soon as possible, to return to the group.
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "Quiet time" periods are not sufficient - intervene as soon as possible to prevent physical or emotional injury.
 - G) Help the child identify his/her unacceptable behavior and the possible alternatives open to him/her.
- 3) **"Quiet time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "Quiet time" with in the area becomes either inappropriate or ineffective
- 4) **Behavior Intervention Meeting**
 - A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
 - B) Those in attendance will be the parents, lead teacher, and management team
 - C) This may be called by any of the individuals listed above.
- 5) **Behavior Report**
 - A) If the child's behavior continues to be inappropriate
 - B) OR the severity denotes an un-resolved problem.
- 6) **Sending a child home**
 - A) When the child becomes out of control
 - B) And/or when the child fails to respond to the measures taken by the management team
- 7) **Termination of services**
 - A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
 - B) Termination may be effective immediately after consulting the management team
 - C) The parent or guardian will be notified.
 - D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

- 1) Daily Reports – a parent/center communication format that does not count as a written behavior report.
- 2) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the management team for filing.
- 3) The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a management team member.

Einstein Academy, LLC expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.