



Martin University Care & Learning Center
Guidance Procedures & Policy (Discipline)

**It is our desire for the Martin University Care & Learning Center children
who are loved, learn to love.**

Discipline Procedures & Policies

A very important part of the child development experience is helping children learn how to get along in the world, enjoy being with other children, and following the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The MU Care & Learning Center staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

- 1. Encouraging children to use their words when having a disagreement with another child.**
- 2. Facilitating children in their attempts to settle their own disputes,**
- 3. Redirecting behavior when this seems potentially effective.**
- 4. Separating a child from the group (Time Out) - one minute away for each year of age.**
- 5. Counseling children individually about their behaviors.**
- 6. Making parents and the ECE Director aware of disciplinary concerns (Incident Report).**

Disruptive Behavior distracts from the full benefit of the MU Care & Learning Center and will result in consequences. The following behaviors are considered disruptive:

- 1. Requires constant attention from the staff.**
- 2. Inflicts physical or emotional harm on other children, adults, or self.**
- 3. Disrespects people and materials provided in the Center**
- 4. Consistently disobeys the rules of the Center.**
- 5. Verbally threatens other students and/or staff.**



6. Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Procedures for disruptive behavior

- Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group.
- This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved.
- The incident report will be signed by the parent and MU Care & Learning Center staff and given to the ECE director to follow-up with parents when necessary.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the ECE Director and the staff who reported the incident.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous. It may be necessary for the parent to be called from their classroom to pick the child up. The child may be taken out of the MU Care & Learning Center for a time to be determined, or removed from the MU Care & Learning Center program altogether.

Discipline Policy Agreement

Parent_____ I have read the MU Care & Learning Center Discipline Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of the MU Care & Learning Center.

Staff_____ I have read the MU Care & Learning Center Discipline Policies and Procedures. I agree to comply with the discipline policies and procedures of the MU Care & Learning Center.

Date: _____

Parent/Legal Guardian signature: _____

Child(ren) Name(s): _____

Staff Signature: _____