**Guidance and Discipline**

**Center Philosophy:** The staff of the Early Childhood Laboratory School of Harper College believe that each child is an individual with unique needs, feelings, interests, abilities and learning styles. If the child’s needs are met, her/his feelings accepted and acknowledged, her/his interest stimulated, abilities and learning styles recognized and challenged, the need for discipline will be minimized. All children need an environment that respects their developmental levels and emerging abilities, and challenges them to grow. The Early Childhood Laboratory School of Harper College works to provide such an environment.

**Discipline:** Children are encouraged to express their needs and feelings in words. They are supported by the teachers in their interactions with peers: to negotiate, to discuss, to confront appropriately, and to express their feelings. Teachers acknowledge and accept children’s feelings and help them find acceptable ways to deal with them. In the rare event that the child cannot be helped to control her emotions or behavior, a teacher will sit with that child, comfort her/him, and help her/him regain composure and rejoin the activity.

**Prohibited Behavior by All Present on School Premises:** Staff may never use physical punishment, psychological abuse, or coercion when disciplining a child. The following are prohibited: shaking. hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time, and other measures intended to induce physical pain or fear; threatened or actual withdrawal of food, rest, or use of the bathroom, or withholding affection, shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; and any form of rough handling, forcing a child to sit down, lie down or stay down, or forcing a child to perform an action (like cleaning, eating) or any other form of coercion.

**Communication with parents regarding discipline:** Parents of a child will be informed if there is a problem with the child’s behavior. Parents and teachers will work together to set appropriate goals for the child and determinate strategies for helping the child achieve the goals. If necessary, a consultant may be recommended to work with the child, parents and teachers.

**Terminating child’s enrollment because of disciplinary issues:** A child’s enrollment will be terminated only after all avenues for assisting that child have been exhausted and it has been determined that it is in the best interest of the child to leave the center. The child’s and parents’ needs shall be considered by planning with the parents to meet the child’s needs when he or she leaves the facility, including referrals to other agencies or facilities.

Guidance and Discipline policy complies with federal and state civil right laws (Civil Rights/Section 504 - Illinois State Board of Education, and Title VII of the Civil Rights Act of 1964 – EEOC)

I have read the above policy,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent \_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff \_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Keep yellow copy for your records.