# The Children’s Center of Lake Forest

# Behavior and Guidance Policy

The Children’s Center of Lake Forest subscribes to a disciplinary policy built on mutual trust, with teachers and parents working together to help children developmentally mature in the best positive way.

**Techniques**

In helping to direct the child toward self-discipline, the following guidance

techniques are used:

1. Positive statements are used in giving direction to behavior.
2. Redirection is consistent with the child’s needs.
3. The child is given opportunities to make choices and solve problems.
4. Suggestions are given in time to prevent conflicts.
5. Comparisons of children are avoided.
6. Unacceptable behavior is clearly explained and the child is told what is acceptable. Approval of acceptable behavior is clearly expressed.

**Responsibility**

Discipline of children shall primarily be the responsibility of core classroom staff in accordance with

the individual child’s age, stage of development, and the knowledge that the teacher has of the

child’s needs. We also view guidance as a team effort and an ongoing learning process, so feel free

to ask for help if you need support in any child guidance situation including with your own child.

**Methods**

Disciplinary methods used shall be based on guidance to help the child develop inner control,

self-responsibility, respect for the rights of others, as he learns to cope with the daily experiences of

living and working with others. UNDER NO CIRCUMSTANCES WILL CORPORAL PUNISHMENT BE

USED OR TOLERATED BY ANYONE ON SITE!! Verbal abuse will not be allowed-this means no yelling,

no obscene language and no put downs between adults or between adults and children. Spanking

and withholding food cannot be used to discipline children.

**Respect**

The staff shall accept and respect each child for who she/he is as a unique individual. If a child’s

behavior becomes unacceptable, this shall be explained to the child in a positive way without

humiliation, fright or physical harm. The child shall then be helped to find a better way of resolving

his/her problems or meeting his/her needs. Respect for her feelings shall be maintained.

**Time-out**

Time out is a technique that will be used sparingly and carefully. It will be used primarily when

children hurt others or themselves. Aggressive behavior needs to be stopped as quickly as possible

and time-out will only be used when a child has repeated the aggressive behavior more than twice

and the teacher has already explained to the child that such behavior is not acceptable. Time-out

will be one minute per year of age of the child.

**Biting Policy**

When biting occurs, these immediate steps will be taken:

* Separate the child who bit and the bitten child
* Staff will say to the child who bit, “No, biting hurts!” or “People are not for biting.” “I cannot let

You hurt your friend like that.” The staff will use his/her tone of voice and facial expression to show the child that biting is unacceptable.

* Staff will attend to the child who was bitten, will apply first-aid as needed. If skin is broken, staff will wash with warm water and soap. Also, staff will apply ice pack or cool cloth to help prevent swelling. Lot of tender, loving care and parent will be notified by director.
* Another staff member will keep an eye on the child who bit to prevent repetition of the behavior.
* If appropriate, staff will have biter help assist the bitten child with hugs.
* After a couple of minutes, staff will engage the child who bit in an activity
* Depending on the biters age, staff may encourage an apology.

Follow up steps include:

* Reassure that tetanus immunizations is current on the child who was bitten.
* Document the incident.

**The Child who repeatedly bites:**

Repeated biting behavior, regardless of child’s age and developmental stage, needs to have a behavior management plan made by caregivers and parents together.

**When should you be concerned about biting?**

* If the child doesn’t care that biting hurts, or if she seems to get pleasure from it.
* If a child keeps getting bitten.
* If a child keeps biting the same child.
* If a child bites at home but not at the center, or vice versa.
* If child repeatedly bites and usual distractions or positive discipline methods fail to change biting behaviors.