**Little Friends Preschool**

Guidance & Discipline

 Policy & Agreement

Little Friends Preschool believes in positive methods of discipline. We set consistent, age-appropriate limits to encourage children to function in their world. The teachers work to prevent conflict by arranging the room so that the children work in small groups and have a choice of activities. We are also trained to skillfully guide children’s behavior along appropriate channels. We establish limits and teach the children to understand the consequences of actions that are unacceptable.

Any form of emotional abuse, including shaming, rejecting, terrorizing, profane language, corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to include physical pain or fear are prohibited and not tolerated at Little Friends Preschool.

The teachers at Little Friends Preschool are fair and consistent in dealing with appropriate behavior. We use positive guidance techniques and will follow these procedures when dealing with difficult behavior.

1. State the rule.
2. State simple brief reason(s) for the rule.
3. State the consequences.
4. Help the child find acceptable alternatives for his/her behavior.
5. Help the child carry through the alternative plan.
6. If the child cannot acceptably control himself/herself, we then remove the child from the situation and take him/her to another play area. Removal from the group will not be used for children under 24 months of age.
7. Time out may be used in extreme situations, but only as a way to separate the child from the situation or confrontation. The time out limit is: 1 minute per year of the child’s age.

If your child has difficulty with his/her behavior, the teacher will notify the parent as follows:

1. A conversation with the parent is initiated to discuss the inappropriate behavior.
2. Written notification is given to the parents for repeated behavior problems.
3. A formal conference with the teacher and parents is scheduled in order to make a plan to meet the child’s needs.

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(1st) Parent/Guardian Date

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(2nd) Parent/Guardian Date