

# LYNDON PLAY AND LEARN CENTER

## Guidance and Discipline

The Lyndon Play and Learn Center staff shall help individual children develop self-control and assume responsibility for their own actions. Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before, and as part of, any disciplinary action. Firm, positive statements about behaviors or redirections of behaviors shall be the accepted techniques for use with infants and toddlers.

The daycare used the time-out procedure. The child is given one re-direction, one warning and then a time-out. Removal from group to help a child gain control shall not exceed one minute per year of age (i.e. a 3-year-old will sit for 3 minutes). The reason for the time-out will be written in the time-out book. Removal from the group shall not be used for children less than 24 months of age. Parents are strongly encouraged to direct any questions or concerns about discipline to the teacher on duty or the Director.

Children shall not be disciplined for toilet accidents. Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts. Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

The Lyndon Play and Learn Center believes each child should derive some benefit from our program and the early learning experience. Parents and guardians will be consulted and advised of any developing problems, and we will develop a plan with parents, utilizing available outside resources. When there is a specific plan in place, all staff who affect the child shall be aware of the plan and cooperate in its implementation. All staff working with the child shall receive training on implementing the plan and documentation of the plan will be kept in the child's file. If none of these plans work, we will help the family to find a placement better suited for the child.

The following is **prohibited** at the Lyndon Play and Learn Center:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
- Threatened or actual withdrawal of food, rest, or use of the bathroom;
- Abusive or profane language;
- Any form of public or private humiliation, including threats of physical punishment; and
- Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

## Discharge Policy

We reserve the right to cancel enrollment, including for the following reasons:

- Nonpayment;
- Failure to adhere to policies;
- The child's needs exceed the capabilities of our center; or
- A child or family member threatens or endangers the safety and well-being of other children or staff.

My signature signifies that I have read and understand these policies.

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Parent Signature

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Date