

Manchester Early Learning Center's Behavior Management Plan

Philosophy

The Manchester Early Learning Center child care staff's approach to discipline is to help the child learn self-control within the child's environment. Discipline is viewed as a learning process. In our programs this process is carried out by:

- Establishing roles and limits that are clearly defined and developmentally appropriate.
- Providing a learning environment where there is consistency and a daily routine of activity.
- Establishing roles and limits that are clearly defined and developmentally appropriate.
- Redirecting to refocus a child's attention and avoid unnecessary confrontations.

A positive approach is essential to reinforce a child's success. Appropriate discipline requires planning, setting clear limits, reasonable expectations, redirection and logical consequences. Punishments such as humiliating, disrespecting, striking, shaming, use of bribes, false threats, and withdrawal of food will never be used by any staff member. Parents are also expected to follow this approach. Parents are asked to follow these same guidelines at home and must refrain from any form of physical or verbal punishment while at our program sites.

Guidance and Discipline

The Manchester Early Learning Center teaching staff shares the philosophy that guidance and discipline are opportunities to support each child's development of positive problem-solving skills and self-control. We understand that children are constantly striving for independence and an understanding of their environment. Therefore, it is our responsibility to create a safe and consistent environment that will enable them to gain self-confidence, self-control and an understanding of his or her feelings. We believe guidance and discipline are part of a lifelong continuous growth process. Together we can foster each child's development in making appropriate choices for today and for their future. We believe that children should be encouraged to verbalize their feelings, frustrations and anger in a constructive manner and should be encouraged to resolve problems and work out solutions with minimal staff interaction (unless it's dangerous to do so).

Our goal is to help the child learn from his/her experience, separate the action from the child and to always treat the child with respect.

Our guidance and discipline goals are carried out by:

****Teachers who serve as role models for appropriate behavior***

Our teaching staff sets examples and models ways for children to express their feelings and effectively problem-solve.

****Creating an environment that is comfortable and safe for all children***

Our programs offer a variety of age-appropriate toys and activities, which provide children with the opportunity to experiment with their world and socialize with their peers.

****Stating clear and concise rules***

Children are better able to express themselves and successfully work within their environments when they are aware of what is expected and of their limits.

****Acknowledging and respecting each child's feelings***

Teachers help children to express and understand their feelings, which enables them to recognize their feelings and express them in a positive manner.

****Using redirection to refocus the child's attention towards a more positive outcome***

Redirection helps to avoid unnecessary confrontations while guiding children to make appropriate choices.

****Developing consistent and ongoing communication between teaching staff and parents***

Open lines of communication regarding each child's day will help the adults in the child's life better understand his/her stage of development. This shared knowledge will give the adults the information necessary to better meet the needs of each child.

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Procedures

Manchester Early Learning Center childcare programs define unacceptable behavior as:

- A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- A child inflicting physical or emotional harm on other children or staff
- A child who is consistently unable to follow the rules and expectations of the program.
- A child/parent who uses abusive language or threatens other children or staff members.
- A child who continues to behave against the Manchester Early Learning Center childcare policies explained here. The Teacher/Director/Program Coordinator feels that the program can no longer function effectively due to the unacceptable behavior of a child.

If a child engages in unacceptable behavior:

- The child will be assisted by the staff and redirected to an appropriate activity and given suggestions for positive alternatives.
- If this is not effective, the child will be removed from the activity and the child and staff will engage in a period of "THINKING TIME." This enables the staff and the child to discuss the situation and come to a reasonable solution regarding the child's behavior and help the child make a better choice next time. The child will then be redirected back to an appropriate activity.
- A staff member will document the child's behavior using a Behavior Report. parents will be asked to sign and return the report.
- A conference may be required of the parent(s), Teacher and Director/Program Coordinator to further discuss the child's behavior.

If the above steps have been followed and the child's inappropriate behavior continues, the child may be dismissed from the program. However, if a situation occurs that severely jeopardizes the health, safety and well being of the children and staff in the program, the Executive Director or School-Aged Program Coordinator reserves the right to dismiss a child immediately, without advance warning or notice.

By signing below you acknowledge that the above behavior management plan has been discussed with you and that you understand the behavior policies of the Manchester Early Learning Center.

Parent / Guardian's Signature

Date