

BEHAVIOUR MANAGEMENT POLICY:

We encourage children to be independent by giving them the verbal tools needed to solve their own problems. When disputes arise between peers, we intervene only when necessary to help clarify situations and to have each child express to the other how he/she feels. Learning to understand their own feelings is an important step in the life of every developing child.

The purpose of behavior management is to help children acknowledge those inner feelings, to learn appropriate behaviors and to develop inner controls. When we re-direct or guide a child's behavior we consider their age, intellectual development, emotional make-up, cultural background and past experiences. Staff is aware that they need to be consistent in defining and maintaining reasonable rules and limits for all children.

All disciplinary action would be handled in the following way:

- 1. Staff would explain to the child why his/her behavior is not acceptable and redirect them to another activity.*
- 2. Should explanation or re-direction fail to change behavior, a child may then be removed from the situation for a time less than 5 minutes.*
- 3. Should the unacceptable behavior continue over a period of time, an interview between parents and the director will be set up to discuss any measures to be taken.*

"Discipline methods shall not permit...any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance." (Quote from the Licensing Manual for Day Cares)

Why do we need Behavior Management?

- To teach young children acceptable socializing skills*
- To encourage problem solving among the children.*
- To relate feelings from all children involved.*
- To encourage discussion at the time and as positive reinforcement later*
- To be consistent with guidelines and follow through.*
- To make the consequence suit the action in a positive manner.*

What are our rules at the center?

We treasure a philosophy that this centre is for the children who attend it and the parents & staff who are a part of it. The rules are made to apply to the safety and well being of those children. Here is a list for staff, parents, visitors and children to use in maintaining consistent guidelines for the children to follow.

- ✓ Respecting yourself and others at all times*
- ✓ Only adults open the doors and always lead the child first.*
- ✓ Toys are to be put away after playing with them or before the child leaves the room (including going home)*
- ✓ Quiet voices are for inside / Loud voices are for outside*
- ✓ Directors office accessible whenever the door is open*
- ✓ Walk at all times inside the daycare*
- ✓ Children need to ask an adult before leaving the playrooms*
- ✓ School agers need to inform staff when they arrive or leave the centre with their parents. (often parents drop off children without entering the building)*

LUNCH:

- ❖ *Wash hands before eating*
- ❖ *Respecting their friends*
- ❖ *Children are encouraged to eat lunch in usual order with sandwich / fruit / desserts*
- ❖ *We stress to children to TRY eating all their lunch but realize that on certain days, it may be more important that they eat everything nutritious in whatever order*
- ❖ *All leftover food is sent home for parents to know what their child ate*
- ❖ *Clean up their table area*

OUTDOOR:

- ❖ *Child to remain in play yard until parent enters the yard*
- ❖ *Toys are to be put away before leaving the yard*
- ❖ *School age need to be in eyesight of staff at all times*
- ❖ *School age need to communicate to staff when they leave the area to go home; washroom; or inside the building*

WALKS / TRIPS:

- ❖ *Parents sign a blanket permission slip for any spontaneous walks within the neighbourhood; any trips requiring bus transportation or farther than a few blocks require separate permission forms*
- ❖ *All children need a partner*
- ❖ *One staff is the leader; one staff is the caboose*
- ❖ *Look both ways when crossing the street, then WALK across*
- ❖ *Wear KPDC tags on trips out of the immediate neighborhood - NO CHILDREN'S NAMES; only the centre's info*
- ❖ *School age field trips:*
 - o *Field trip permission slips must be signed prior to outing*
 - o *Field trip notices will be posted 1 week prior to event*
 - o *Children need to be at centre in advance of departure time; anyone missing the bus will be unable to attend the centre due to ratios*
 - o *Field trip backpacks are properly equipped with a)first aid kit b)vital stat cards c)Kleenex d)emergency supplies e)cell phone & phone list of children*