



Algonquin Preschool, Inc. **Discipline Policy**

Most rules at Algonquin Preschool are made for the safety of your child. Usually a gentle, positive reminder of what is expected is all that is necessary to gain a child's cooperation. Should a child's inappropriate behavior continue after a reminder or two, the child is redirected into another activity. Sitting on a chair for a "time out" of 1-3 minutes is only used as a last resort to calm a child or give a child who has hurt another time to think about his/her actions.

Parents will be promptly informed of any continuing discipline problem and encouraged to meet with the staff to develop a cooperative plan of action at home and school. All attempts will be made to meet the individual needs of a child. If no progress is observed professional advice may be sought with parental permission. When all options are exhausted, a child's dismissal may be necessary. Only as a very last resort will we suggest that a child might best be served in another facility.

This policy is included in the Algonquin Preschool Parent Handbook. Please sign below indicating that you have read and understand this Discipline Policy.

Parent/Guardian Signature _____ Date _____

Parent Handbook

I acknowledge that the Algonquin Preschool Parent Handbook is available to me on the Algonquin Preschool website (www.algonquinpreschool.org).

Name _____

Date _____

_____ I would like a hard copy of the Algonquin Preschool Parent Handbook

Late Pick- Up Policy

Please call the preschool office if you will be late to pick-up your child as young children may become anxious if you are not prompt. Should you be late without notifying the school you will be charged \$1 per minute. If after 30 minutes we are unable to reach you, then we will contact an approved pick person. If one hour passes and we have not be notified or able to contact you/an approved pick up person we will notify the Algonquin Police Department.

Parent/Guardian Signature _____ Date _____