

Bright Beginning Child Care & Development Center, Inc.

The Center strives to provide a warm, secure setting where each child can develop to his/her own potential - socially, emotionally, physically, and intellectually. The program is based on the following important beliefs:

- Process is more important than product.
- Children learn by doing.
- Each child's unique creativity should be encouraged whenever possible.
- Each child and family has individual needs.

The program maintains a child centered philosophy that accepts each child at his/her own developmental level and encourages him/her to learn through rich experiences. When planning the curriculum, teachers provide experiences that reflect families' interests, hobbies, cultures, and languages.

GUIDANCE & DISCIPLINE POLICIES FOR CHILDREN

Bright Beginnings Child Care & Development Center, Inc. operates on the premise that young children are never "bad". The types of inappropriate behavior often seen in toddler-age children (including temper tantrums, refusal to cooperate, hitting other children, and failure to follow rules) are usually the result of the child's level of development. A toddler simply lacks the social-emotional, cognitive and physical skills to comply with many adult demands. For these reasons, the Center staff uses the following guidelines for promoting positive behavior and for responding to problem behavior.

A positive discipline approach that includes setting limits, discussion, and logical consequences is used at the Center. Redirection or ignoring behavior enacted to obtain a response are considered appropriate for dealing with minor forms of misbehavior. If a child continues to be disruptive or threaten harm to another child or program equipment, he/she will be removed from the immediate area. Removal from the group to help a child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age. Children are held accountable for their behavior and are encouraged to make responsible choices. There are three basic rules, which are communicated to the children: 1) Respect for people; 2) Respect for self; and 3) Respect for property.

As a rule, staff members are expected to handle problems quickly and without parent involvement. If a problem develops that cannot be modified or addressed through normal discipline procedures, parents will be contacted for a conference. Bright Beginnings staff recognizes children have different backgrounds and temperaments, and are committed to working through problems with families to the best degree possible. In the spirit of creating a community of caring families, **all** families are asked to respect and accept differences in children, even when children are working through challenging behavior.

ACCEPTABLE WAYS OF GUIDANCE & DISCIPLINING CHILDREN

- A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- B) Reminding a child of behavior expectations daily by using clear, positive statements
- C) Redirecting behavior using positive statements
- D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The following behaviors are prohibited in all child care settings:

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

Discipline must be:

- A) Individualized and consistent for each child
- B) Appropriate to the child's level of understanding
- C) Directed toward teaching the child acceptable behavior and self-control

In a case where a child continues to need a disproportionate amount of staff attention, the child may be asked to leave the program, in order to ensure the safety of other children. This is only as a last resort. If this is the case the child's and parent's needs shall be considered. The Director will plan with the parents to meet the child's needs by offering referrals to other agencies or child care providers.

I have read the Guidance and Discipline Policy for Bright Beginning Child Care and Development Center, Inc.

Name of child/children: _____

Parent/Guardian Signature

Date

Late Pick Up Policy

- 1.) There will be a late fee of \$15.00 for any part of 10 minutes that you arrive after 5:45 P.M. (i.e. If you or one of your approved contacts do not arrive until 6:00 P.M. the late fee will be \$30.00 and if arrival isn't until 6:05 the late fee will be \$45.00, etc.).
- 2) If there is no call or advance notice given to the Center's Director saying you or one of your approved contacts will be late, there will be an additional \$15.00 fee for no notice. ..
- 3) At 5:45 P.M., Center Staff will make every effort to reach you and/or any person listed on your Pick Up and Emergency Contacts form. Center Staff will call every 15 minutes until someone is contacted, or until 6:30 P.M. It is your responsibility that we have up to date information on you and your contacts, such as home, work and cellular phone numbers.
- 4.) At 6:30 P.M., if Center Staff have not heard from you or anyone on your list, we are required by Illinois Licensing Standards to contact outside authorities, including the DCFS Child Abuse/Neglect Hotline and/or Chatham police.
- 5.) It is our responsibility to keep the children protected and safe, until the parent, an approved contact or outside authorities arrive.
- 6.) As always, it is the parent's responsibility, not the child's, to inform us if there is a change in schedule or plans for pick up. All discussions regarding the situation shall be with the parent or guardian, never with the child.

I have read the Late Pick up policy for Bright Beginning Child Care and Development Center, Inc.

Name of child/children: _____

Parent/Guardian Signature

Date

