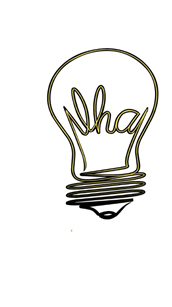
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**Lake Hills Early Learning Academy Behavior Management Policy**

At Lake Hills Early Learning Academy children will learn to consider and respect others and their environment around them. Clear and consistent age appropriate limits will be set, and with these limits, each child will gently learn what appropriate behavior is. Children are encouraged to solve as many of their own problems as possible under the guidance of a teacher. Children are encouraged to use words to handle their differences and shown how to stop others from interfering with their activities. When a teacher must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention, redirecting, and removing a child from the situation if necessary. Physical or emotional danger will be grounds for a teacher to intervene immediately. The parents are included in this discipline process so children can see that both parents and teachers reinforce limit setting. Parents are notified verbally or in writing regarding disciplinary action taken by the teacher, to better aid the child in improving their behavior. In the interest of maintaining a safe and happy learning environment, The Academy reserves the right to exclude any child from the program for a specified period or to terminate any child’s enrollment if that child is found to be continuously disruptive to our program.

Do to others whatever you would like them to do to you. Matthew 7:12

A friend loves at all times. Proverbs 17:17

**Behavior Technique**

The maintenance of an orderly environment is the first step in reaching for excellence in education. All students deserve an excellent learning environment that will enable them to reach their fullest academic potential. This can only be obtained through a safe, orderly and firm learning environment. In preschool, each class is allowed to create five rules for the classroom. These rules: along with the basic rules of hands, feet and objects to yourself, and to use good manners, are reviewed frequently.

**Behavior Guidance**

LHA staff shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each teacher will be constructive, positive, and suited to the age of the child at all times.

1. To prevent unacceptable behavior from occurring the staff will:

* + Model appropriate behavior
  + Arrange the classroom environment to enhance the learning of acceptable behaviors
  + Use descriptive phrase praise when appropriate occurs, i.e., “Look how high you are building the blocks! Let’s count them.”

1. When unacceptable behavior occurs or is about to occur, staff will use:
   * redirection—substitute a positive activity for a negative one
   * distraction –change the focus of the activity or behavior
   * active listening to determine the underlying cause of the behavior
   * holding and rocking a child will be done when needed
   * Time-out (separation from the group) is used as a last resort, only when less intrusive methods has been tried and or behavior of the child is dangerous to himself and others. In the event a time out is used, a child will be separated from the group for a maximum of 5 minutes.

We must be aware of and comply with all federal and state, and local laws prohibiting corporal or abusive punishment in preschool settings. Staff is expressly prohibited from using unproductive or shaming methods of punishment.

**Biting Policy**

Biting another child should never occur, but sometimes children get frustrated and will bite other children. We want to be supportive of parent(s)/guardian(s) as they teach their children not to bite, but at the same time we need to protect other children in our care. Consequently, we have the following policy regarding biting:

A bite that leaves red marks, bruising or broken skin will be reported to both children’s parent(s)/guardian(s) and an Incident Report will be written. LHA will suggest that a parent seek medical attention for a child if the bite they receive breaks the skin. If a child bites twice in 2 weeks (14 calendar days) a conference with the parent(s) and site director will be set up as soon as possible (within 24 hours of the second bite). The child may stay in child care only at the recommendation of the teachers and the director. The director will review all recent incident reports involving the child, to look for patterns or other information that might be useful. At the parent conference an intervention plan will be developed. The age of the child, the child’s background, the classroom setting, and other extenuating circumstances will be considered. If the child does not stop biting, the child may be asked to take a break from the center. The length of the break will be determined by the director. Tuition may be adjusted for long breaks from the center with the director’s approval. Readmission to the center will be at the director’s discretion.

**Children who endanger other children**

At LHA one of our primary goals is to provide a safe, nurturing, and pleasant environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping children find satisfactory solutions. We understand that many preschoolers may use misguided behavior because they have not yet learned acceptable behavior. However, at times a child’s behavior may endanger others. We want to ensure parents that we will address such behavior immediately following these guidelines:

* A first incident will be reported to the parent.
* A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action.
* A third incident will result in the parent being called, and another conference will be set up with the teacher(s) and the director to continue the discussion to understand what might be causing the problem. Discussing various outside resources will be suggested. LHA reserves the right to terminate any child’s enrollment if any further incident occurs, or if we feel that any of following conditions exists:
  1. The school cannot meet the child’s needs.
  2. The parents are not able to work with the school to find an acceptable solution.
  3. The continuing behavior endangers the well-being of other children, and/or the child engaging in the behavior.
  4. When it is determined that it is in the best interests of the child to terminate enrollment, the child’s and parents’ needs shall be considered and the center will assist the parent to plan for alternate care.

**Termination of Services**

Other reasons which may result in the termination include:

* Non-payment for preschool services and/or lack of adherence to our tuition payment policies.
* Lack of cooperation by the parents with the program’s efforts to resolve differences and/or to meet the child’s needs through parent/staff meetings or conferences.
* Abusive behavior and/or verbal threats by parents toward program staff will not be tolerated. This will result in immediate termination.

Children learn through constant exploration and experimentation. We are committed to providing a safe environment for learning. We are committed to positive reinforcement at Little Owls Learning Center.

If you have any further questions regarding this policy, you can contact me at the following: 417-425-7947, shumanis4learning@gmail.com

Thank You,

Michele Shuman

Director of Lake Hills Early Learning Academy

Please return this page to your child’s teacher:

This is to verify that I have received the Behavior Management Policy for

Lake Hills Early Learning Academy.

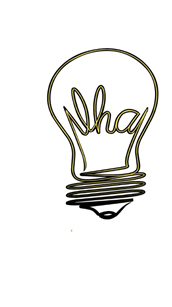
I have had the opportunity to read it and ask any questions regarding this policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Child

****Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Providing a strong foundation which will lead to opportunity and success.**

Thank you for your continued support!