

**Discipline and Guidance Policy**

*Discipline must be:*

1. Individualized and consistent for each child
2. Appropriate to the child’s level of understanding
3. Directed toward teaching the child acceptable behavior and self-control and regulation.

*A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which include the following:*

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior using positive statements.
3. Use brief and supervised separation or time out form the group when appropriate for the child’s age and development. *No more than 1 minute per year of the child’s age.*

*There must be no harsh, cruel, targeted, discriminating, or unusual treatment of any child. The following types of discipline and guidance are prohibited:*

1. Corporal punishments or threats of corporal punishments.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with hand or instrument.
5. Putting anything in or on a child’s mouth.
6. Humiliating, ridiculing, rejecting or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with or without the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

*My signature verifies that I have read, received and understand the discipline and guidance policy.*

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***Signature Date***