



## Policy on Guidance and Discipline

Knightdale United Methodist Preschool (KUMCP) is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors. We are committed to providing quality teaching in a supportive and caring learning environment.

### Philosophy

At KUMCP we recognize that part of what preschoolers learn at school is how to get along well with others. This includes learning positive behaviors and that as part of the learning process mistakes will be made. When children learn self-regulation, they learn to be loving and kind to one another and most behavioral challenges are minimized. Therefore unacceptable behaviors are viewed in light of developmental stages. Discipline comes from the word disciple, which means, "one who is a learner". Therefore, discipline is a positive word, not a punitive action.

- We will utilize positive discipline and guidance techniques of Conscious Discipline (a comprehensive self-regulation program that integrates social-emotional learning and discipline. <http://consciousdiscipline.com> ), so that children will be provided with a safe, happy, comfortable environment.
- We believe behavior is a form of communication and that children need to express emotions such as anger, frustration and distress, but may need help, at times, to express these feelings appropriately.
- We aim to model "The School Family" in the classrooms and throughout the school. "The School Family" builds connection between families and schools, teachers and teachers, teachers and students, and students and students to insure the optimal development of all.
- We strive to create "The School Family" through routines, rituals and structures. We believe it is the role of staff to develop and promote an environment which teaches and reinforces good behavior.

### Children with Additional Needs

KUMCP is committed to the integration of children with special educational needs if we deem our preschool setting to be appropriate for your child's needs. We believe that the development of young children with disabilities or special educational needs is more likely to be enhanced through attending services for all children. If your child has already been identified or becomes identified as requiring special services, and has an Individual Education Plan (IEP) in place, KUMCP requires a copy of the IEP in order to best serve your child.

### Expectations

Our expectations of behavior are based on CARE and RESPECT, and PRESCHOOL SOCIAL EXPECTATIONS. We aim to encourage children to develop empathy and understanding, self-respect, self-discipline and self-control. We support new learners through planning, clear information, modeling and mentoring.

We respect and care:

- for each other
- for our things
- for our environment and
- we use positive social language and actions to express these

## Implementation

At KUMCP we will employ various methods to nurture positive behavior, reduce inappropriate behavior, and manage challenging behavior. Inappropriate and unacceptable behavior can range from simply not following direction to dangerous/hurtful or inappropriate actions or language.

- First Event: Redirection and positive reinforcement are given. Parents are not informed of these little incidents as it has already been dealt with in the classroom and from experience the children start getting really upset again if it is brought up at the end of the day.
- Second Event: Should redirection be unsuccessful in terminating the unacceptable behavior, the child will be directed to the Safe Place for self-regulation, and such a break will be utilized at the sole discretion of the teacher. Parents will be informed of the incident.
- Third Event: If the child does not respond to redirection, the Safe Place or a break, the teacher will call the administrator to the room to discuss with the child the offense for which he/she is being reprimanded. A Incident Report will be sent home by the Director to be signed by the child's parent(s)/guardian(s).
- Fourth Event: When behaviors exist which do not respond to the positive discipline techniques of KUMCP, a conference between the parents, the teacher(s) and the Director will be called and together they will develop additional techniques in an effort to help the child to respond appropriately.

***In certain circumstances, the Director has the right to send home a child during a session should their behavior necessitate such action.***

## Procedure for Managing Continuing Challenging Behavior

- Two (2) weeks after the initial behavioral conference is held the teacher and/or the director will send a letter to the parents informing the parents of improvements or regressions. If needed, additional resources will be made available.
- A follow-up conference will be held not more than four weeks after the first meeting should the child's behavior not improve to discuss and review the next steps.
- In the event that the Director, the teacher, and the parent together are unable to resolve the inappropriate behaviors exhibited by the child, and all attempts have been made to meet the child's individual needs, the child demonstrates inability to benefit from the type of care offered, or whose presence is detrimental to the group, KUMCP and The Preschool Board reserves the right to dismiss the child should these efforts, in the sole discretion of KUMCP and the Preschool Board, fail. 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. Pastoral counseling will also be made available.

KUMCP 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 behavior endangers the well-being of other children, and/or the child engaging in the behavior and/or staff.
4. An excessive amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled.
5. In such a situation, the child may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services. In that case, a two-week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two week notice will be waived.
6. The child's special needs are beyond KUMCP's scope of care.

Please sign and return the bottom portion of this form.



### **Policy on Guidance and Discipline**

**I have read and understand Knightdale UMC Preschool's Policy on Guidance and Discipline.**

**Students Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent (Guardian) Signature**

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

\_\_\_\_\_  
**Parent (Guardian) Signature**

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