

Messiah Lutheran Child Care Center  
1605 Vernon Avenue  
Park Ridge, Illinois 60068  
847/825-3767

#### DISCIPLINE POLICIES

1. Child care staff shall help individual children develop self-control and assume responsibility for their own actions. Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.
2. Discipline shall be the responsibility of adults who have an ongoing relationship with a child.
3. Discipline shall be developmentally related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences. Discipline will include talking with a teacher about the behavior and either re-entry into the activity or direction to a more suitable activity. Firm, positive statements about behavior or redirection of behaviors shall be the effective controlling techniques used with infants and toddlers. Discipline shall encourage self-discipline, including, when appropriate, allowing children to solve their own interpersonal conflicts.
4. If removal from the group is need as a means of helping a child regain control, the time out shall be spent in as constructive of a manner circumstantially possible ,ie. working on a project, puzzle,or activity. If the situation does not permit a redirected time-out, restricted time-outs shall not exceed one minute per year of age, per occurrence.
5. If there is an assessment of a child's pattern of unacceptable behavior, the entire staff shall be aware of it and co-operate in carrying out the specific plan developed for him or her
6. No child shall be subjected, under any circumstance, to corporal punishment inflicted in any manner upon the body or to verbal abuse. No child shall be deprived of regularly scheduled meals or parts of meals as punishment. No child will be punished for toilet accidents.
7. Conferences will be arranged with the child's parent(s), the classroom teacher(s) and the school director if a child's classroom behaviors are unmanageably destructive or dangerous to him/herself and/or others. Conferences will be intended to solicit cooperative and constructive plans of action between home and school to reduce or eliminate undesirable behaviors. Outside resources will be considered and follow up conferences scheduled to monitor progress.
8. Classroom teachers and staff will be available to confer with parent-requested professionals from outside resources, concerning school behaviors and concerns. The classroom will be available for child observation from parent-requested professionals.
9. If, following the parent-teacher director conference, there is not a unified understanding of the child's classroom problems and/or needs or if there is no effective follow up actions taken by the family to work in cooperation with the staff , withdrawal from Messiah Lutheran Child Care will be required. If classroom techniques, parent-teacher cooperation and outside professional intervention are appropriately administered and a child's behavior is still uncontainable in a group situation or if the child's behavior is still deemed a danger to him/herself or others., withdrawal from Messiah Lutheran Child Care will be required. At this time, referrals to other facilities or agencies will be provided.

Child's Name: \_\_\_\_\_

Parent's Signature (signifying receipt of the discipline policy): \_\_\_\_\_

Date: \_\_\_\_\_

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Teacher's Signature:

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Date:

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**Messiah Lutheran Child Care**

**1605 Vernon Avenue  
Park Ridge, IL 60068  
phone: 847.825.3767  
fax: 847.823.6996**

Dear Parents:

In order for our center to adhere to DCFS licensing standards, we are required to inform parents of the Messiah Lutheran Child Care Center Guidance and Discipline Policy.

Attached you will find two copies of our school's policy. One copy is for your records. Please sign and return the other copy for our records. The signed policy will be included with your child's file. If you have any questions, please talk to Karen or Kathy.

Thank you,  
Karen Black