

DISCIPLINE POLICY

The discipline policy at Executive Baby is to attend to each baby's needs with love and attention. However, a child may be placed in a time-out if he/she has bitten or hurt another child in any other way. The time-out period varies according to the age of the child.

AGE	TIME-OUT PERIOD
2 years	2 minutes
2 ½ – 5 years	3 minutes

During all the time-out sessions the child is reminded to exhibit positive behavior so that another time-out can be avoided. At the end of each time-out period, the child is hugged and is included, once more with the group.

The methods of guidance and discipline used shall:

(a)

1. Be positive;
2. Be consistent with the age and developmental needs of the children; and
3. Lead to the child's ability to maintain self control.

(b) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.

(c) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.

(d) The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:

1. Reflect the provisions specified in (a) through (c) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc.)
2. Be distributed to every staff member; and
3. Be posted in a prominent location with the center.

(e) The center shall secure and maintain on file each staff member's signature, attesting to receipt of the policy on the disciplining of children by staff members.

(f) For school-age child care programs, the following will apply:

1. The center shall permit children to participate in the development of the discipline rules and procedures; or
2. The center shall establish procedures to ensure that children are aware of the rules.