



Early Learning Coalition
of Palm Beach County

Ready to Learn. Ready for Life.

***Program Assurance
Monitoring
Sample Policy Manual
For School Readiness,
Voluntary Prekindergarten
And CSC Scholarship (CTC)
Providers***

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XYZ Family Childcare Home Discipline Policy

Discipline is a teaching process which helps a child learn to develop and maintain self-control, self-reliance, self-esteem and orderly conduct. The purpose of discipline is to educate. Discipline should not stifle creativity or learning.

DISCIPLINE METHODS USED:

Individual children will respond to different methods based on age, personality and life experiences. Disciplinary measures used shall be appropriate to the child's age, intellectual development, emotional make-up and the provider's past experience in disciplining the child. Some acceptable discipline methods which may be used are:

- 1. Role Modeling.** Showing by example the behavior the provider expects from the child. (When one shows respect for the child's property and privacy, the child will learn to respect the property and privacy of others.)
- 2. Redirecting.** Substituting an acceptable behavior for an unacceptable one. ("Vickie, don't play with the stereo. Let's get your crayons and paper so that you can color.")
- 3. Rewards.** Providing short term incentives that help the child focus on desired behavior. ("When you finish putting away all your toys, we can read the new story book together.")
- 4. Positive Communication.** Using language in positive terms to describe what you want, rather than what you don't want. ("Walk to the door," rather than, "Stop that running!")
- 5. Encouragement/Praise.** Identifying specific behaviors and strengths that encourage the child to develop and increase self-esteem. ("That picture is very special. I really like the colors you chose.")
- 6. Time-Out.** Removing a child over the age of three (3) from the situation (usually one or two minutes for each year of age, no more than a total of 10 minutes). The child should be within sight for supervision.

UNACCEPTABLE DISCIPLINE METHODS:

1. Discipline methods shall not be detrimental to the physical health or emotional needs of a child.
2. No child shall be subjected to verbal abuse or derogatory remarks about the child or the child's family. There shall be no name-calling, labeling, threats or other forms of emotional abuse.
3. No corporal (physical) punishment shall be inflicted in any manner upon the child with a hand or instrument (paddles, belts, cords, rulers, sticks, etc.). Corporal (physical) punishment includes, but is not limited to spanking, hitting, slapping, striking, pinching, shaking, yanking, kicking, hair pulling, biting, strangling, etc.
4. Measures that frighten or humiliate a child are not allowed.
5. The use of chemicals, medications, mechanical restraints or devices is not allowed.
6. Discipline shall not be associated with eating, sleeping, toileting or the withholding of food or water.
7. A child may not be disciplined by any person other than the certified home provider or back-up provider.
8. No child shall be isolated or locked in any structure or room or locked out of the child care home.
9. No child under three (3) years of age may be placed in time-out.
10. No abusive or profane language.

The child care provider will not use unacceptable discipline methods as described here regardless of whether permission to do so is received from the child's parent or guardian.

XYZ Childcare Center Discipline Policy

Techniques

In helping to direct the child toward self-discipline, the following guidance techniques are used:

1. Positive statements are used in giving direction to behavior.
2. Redirection is consistent with the child's needs.
3. The child is given opportunities to make choices and solve problems.
4. Suggestions are given in time to prevent conflicts.
5. Comparisons of children are avoided.
6. Unacceptable behavior is clearly explained and the child is told what is acceptable. Approval of acceptable behavior is clearly expressed.

Responsibility

Discipline of children shall primarily be the responsibility of core classroom staff in accordance with the individual child's age, stage of development, and the knowledge that the teacher has of the child's needs. We also view guidance as a team effort and an ongoing learning process, so feel free to ask for help if you need support in any child guidance situation including with your own child.

Methods

Disciplinary methods used shall be based on guidance to help the child develop inner control, self-responsibility, respect for the rights of others, as he learns to cope with the daily experiences of living and working with others. UNDER NO CIRCUMSTANCES WILL CORPORAL PUNISHMENT BE USED OR TOLERATED BY ANYONE ON SITE!! Verbal abuse will not be allowed-this means no yelling, no obscene language and no put downs between adults or between adults and children. Spanking, threatening, and withholding food cannot be used to discipline children.

Respect

The staff shall accept and respect each child for who she is as a unique individual. If a child's behavior becomes unacceptable, this shall be explained to the child in a positive way without humiliation, fright, or physical harm. The child shall then be helped to find a better way of resolving her problems or meeting her needs. Respect for her feelings shall be maintained.

Time Out

Time out is a technique that will be used sparingly and carefully. It will be used primarily when children hurt or potentially hurt others or themselves. Aggressive behavior needs to be stopped as quickly as possible, and time out is often, but not always the best method for doing so. Time-out will only be used when a child has repeated the aggressive behavior more than twice and the teacher has already explained to the child that such behavior is not acceptable. Time out will be one minute per year of age of the child.

XYZ FAMILY CHILDCARE HOME MANDATED CHILD ABUSE REPORTING

If I suspect that a child is being abused, or if I have knowledge of information that suggests the student is being abused, I have a legal obligation to report the abuse.

Suspicion or knowledge of child abuse may include, but is not limited to, the following:

- Physical Abuse
 - Emotional Abuse
 - Neglect
 - Domestic Violence in the Home
 - Drug Use in the Home
 - Abandonment or Unsafe Living Conditions
1. I will call the Department of Children and Families Abuse Hotline **(1-800-96-ABUSE; 1-800-962-2873)**.
 2. Upon conclusion of the call, the DCF representative will provide me their name and a case number, which I will write down and keep.
 3. If I have reason to believe that the student may be in imminent danger, I will call 911.

Important Notes:

1. I will ALWAYS err on the side of caution. If I feel that abuse may be taking place it is my professional responsibility to call the hotline.
2. It is not the responsibility of the childcare provider to investigate whether the suspected abuse is real. It is the legal responsibility to report suspected abuse. DCF and appropriate law enforcement agencies will handle the investigation.

XYZ Childcare Center Universal Precautions Procedure

What are Universal or Standard Precautions?

Universal precautions apply to contact with non-intact skin, mucous membranes, blood, all bodily fluids, and excretions, except sweat, whether or not they contain visible blood. They include general measures of infection prevention and are indicated for both children and adults in the early education and childcare setting. These methods reduce the risk of transmission of microorganisms that can cause infection, even when those spreading the microorganisms do not appear to be ill.

Standard precautions involve using barriers to prevent contact with the body fluid of another person, cleaning, and sanitizing contaminated surfaces. Appropriate barriers to use include materials such as moisture-resistant disposable diaper table paper, disposable towels, and gloves. Use of disposable, non-porous gloves is optional except when blood or blood-containing body fluids may be involved. Gloves are not required for feeding human (breast) milk, or for cleaning up spills of human milk. Hand hygiene is always needed, even if gloves are worn.

What method should be used to apply Universal Precautions?

For spills of body fluids, urine, stool, vomit, blood, saliva, nasal discharge, eye discharge, injury or tissue discharges, use the following step-by-step approach:

1. Wear gloves if you suspect you may contact blood or blood-containing body fluids, including blood-containing tissue or injury discharges. Either single-use disposable gloves or utility gloves should be used except when blood is involved. Disposable gloves should always be used when blood may be present in the spill. Pick up the spill using disposable towels and tools that can be disinfected afterward. Be careful not to splash any of the contaminated materials around.
2. Use a detergent to clean all surfaces in contact with the spill. Rinse with water. Blot the spill to remove the fluid as quickly as possible before the spill penetrates the surface to lower layers. Then clean and sanitize by spot-cleaning with a detergent-disinfectant, shampooing, or steam-cleaning the contaminated surface. Cleaning and sanitizing rugs without damaging them may require use of special cleaning (detergent-disinfectant) agents designed for use on rugs, or steam cleaning.

For spills of vomit, urine, human milk, or stool, on floors, walls, bathrooms, tabletops, toys, kitchen counter tops, or diaper-changing tables: first clean the surface with a detergent solution and water, then rinse with water. Apply a disinfecting solution.

Dispose of any blood-contaminated material in a plastic bag with a secure tie.

3. Use single-use disposable gloves only once and then discard them into a hands-free, covered receptacle that is lined with a leak-proof, plastic bag that can be securely tied or sealed when you remove it to put it in the trash. Avoid handling the contaminated gloves.

XYZ Family Childcare Home Universal Precautions Procedure

1) Hand-washing is critically important to be done after diapering a child or wiping a child's nose, before preparing or eating foods, after using toilet facilities, before and after treating or bandaging a cut, after cleaning toys, wiping down surfaces, cleaning spills or any other housekeeping, and after being in contact with any body fluids from another person. Hands should be washed regardless of whether latex gloves were worn during contact with body fluids.

2) Latex gloves should be worn by all staff when they come into contact with blood or blood containing body fluids, or when the child care worker has cuts or scratches on her or his hands. Specifically, gloves should be worn during diapering, if the child has blood in her/his stool or bloody diaper rash; when administering first aid for a cut, a bleeding wound, or a bloody nose. Gloves should never be re-used, and should be changed between children being handled. If a body fluid does not contain blood, gloves are generally not necessary.

3) Cleaning with a disinfectant should be done on a daily basis on all surfaces and in the children's sleep area, and on an "as needed" basis on any surface that has come into contact with blood. Expensive disinfectants are not necessary; a basic solution of one part bleach to thirty-two parts water is generally sufficient for daily cleaning and disinfecting (2 tablespoons of bleach to 1 quart of water). Efforts should be made to clean children's toys with this solution also.

4) Proper disposal of infectious materials is also required. Any disposable materials that come into contact with blood or blood containing body fluids will have to be disposed of in securely closing trash receptacles that are lined in garbage bags. The bags should be removed and securely tied each time the receptacle is emptied. Items that should be regularly disposed of in garbage bags will include diapers, bandages, cleaning supplies, sanitary napkins and tampons, and any other disposable materials that do, or are likely to, come into contact with blood. Broken glass that caused a child or staff member to bleed must not be picked up manually – use a broom and dustpan.

Cloth items that come into contact with blood, such as towels, handkerchiefs, or diapers, should be washed separately from other laundry and kept away from children until they are washed.