

## **CHARLIE BROWN PRESCHOOL AND CHILD CARE CENTERS POLICIES AND PROCEDURES**

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Subject: Child Guidance Policy

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It is the belief that Charlie Brown Community Day Care Centers will create a positive environment for the children.

The Child Guidance Policy offers examples of the behavior management techniques that are within the philosophical guidelines:

1. Well planned activities and class times prevent misbehavior.
2. Reinforce positive behavior and compliance.
3. Ignore and re-channel attention seeking behaviors.
4. Misbehavior is corrected through redirection.
5. Positive realistic statements of expected behavior are used frequently.
6. "Time-Out" is an interruption of unacceptable behavior that requires redirection of activities. Time out is not used often or for a minimal time period.
7. Non-emotional rather than emotional requests are used.
8. Restructure groups and activities when necessary.
9. Holding a child gently, yet firmly enough for the child to regain self-control, may be necessary to prevent the child from hurting themselves or others.
10. Show and display tender, loving care and concern.

A variety of behavior management techniques are discussed during orientation and during monthly staff trainings. Staff is expected to use these techniques with the children. A minimum of ten hours of in-service is required annually. (Refer to Staff Training and Development Policy).

Children are not left crying without purposeful intervention.

In addition state licensing standards and procedures mandate the following:

1. Corporal punishment including spanking, shaking, and slapping will not be permitted.
2. Punishment which is humiliating or frightening or which causes pain or discomfort to the child is not permitted.
3. Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest is not permitted.
4. No child will be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

The use of professionally prescribed treatment for special needs children will be documented in the child's file.

All staff are mandatory reporters of child abuse. (Refer to the Mandatory Reporting of Child Abuse Policy).

A copy of this policy with staff signature and date is kept in each staff's file as an acknowledgement of appropriate child guidance.