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Life Affords No Greater  
Responsibility , No Greater  
Privilege Than The Raising Of  
The Next Generation

Keeping 2 eyes on your Kids  
[www.little-rascals.co.za](http://www.little-rascals.co.za)



## Discipline Procedures and Policies

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.  
Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time-Out) – One Minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report)

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults or self
- Disrespects people and materials provided
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children

## Discipline Procedures for disruptive behavior

- Disruptive behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's message book to be taken home, signed and returned the next day to the teacher.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Principal.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool altogether.

## STAFF DUTIES

- To care for the children unconditionally
- Greet each child as they enter the classroom
- Guide each child through the early routine of unpacking backpacks
- Console/Comfort any crying or upset children
- Provide activities for the children upon arrival
- Never leave children unattended in a classroom
- Ensure all worksheets and activities are ready a day in advance
- Toilet time must be supervised
- Follow daily routines and work as a team
- Never leave children unattended on the playground
- To properly communicate school correspondence to the parents
- Professional telephone manners
- Treat visitors and parents in a polite and courteous manner

## HEALTH AND SAFETY

- Ensure medicine register is filled in and correct and only give medicine if permitted
- Provide adequate first aid treatment when needed
- Record any injuries or incidents that required treatment in the incident book and in the child's communication book
- Report any contagious illness to the Principal
- Be observant and safety conscious at all times

## PROHIBITED

- No staff member may discuss any child, parent or co-worker with anyone
- Do not discuss any confidential school information to anyone
- Do not use the telephone for personal reasons or receive extended calls
- Do not discipline children by withholding food, hitting, degrading, threatening or screaming
- Do not violate any of the rules and regulations or policies that govern the school
- Do not make any decision regarding the care of a child without consulting the principal
- No racism remarks or accusations

Children cannot become self-disciplined unless adults teach them right from wrong. At Little Rascals Pre School, children will be taught the expectations for correct behavior and encouraged to live and act accordingly.

I have read, understand and agree with the Preschool Disciplinary Procedure and Policies.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_