



Guidance and Discipline Policy

Northfield Community Nursery School is committed to maintaining a positive climate for young children. NFCNS's Guidance and Discipline Policy is structured according to the Illinois Department of Children and Family Services Licensing Standards and developmentally-appropriate practice in order to promote the highest level of respect for each child. The goals of this policy are as follows:

- Support positive self-esteem
- Encourage cooperation with others
- Promote accountability for one's actions
- Teach problem-solving
- Develop social skills
- Promote self-regulation

The Staff of NFCNS will:

- Communicate expectations and consequences in a clear, child-friendly manner to all students. Staff will speak at the child's level in a non-threatening tone of voice.
- Provide positive, specific information about desired behaviors and suggest strategies to correct undesirable behaviors.
- If a child must be removed from an activity or group in order to regain control, the child shall remain in the classroom and be given appropriate time to recover. The decision to rejoin the activity or group will be made after an age-appropriate discussion between staff and student.

No child will be disciplined for toilet accidents.

The following staff actions are prohibited:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and any other measures designed to induce physical pain or fear.
- Threatened or actual withdrawal of food, rest, or use of the bathroom.
- Abusive or profane language.
- Any form or private or public humiliation, including threats of physical punishment, and
- Any form of emotional abuse, including shaming, rejecting, terrorizing or isolating a child.

If any of these actions is evident, the Director of NFCNS must be informed immediately.

Written rules for each classroom must be posted and reviewed with children routinely.

Ongoing disciplinary issues will be discussed with the child's family. A pattern of unacceptable behavior will result in the development of a plan of response, which will include:

- Anecdotal records of the child's behavior
- Observation and feedback from the Director
- A meeting with the family to develop behavior management strategies and goals

In the event that behavior management goals cannot be reached by the above actions, NFCNS will notify the family that the following steps are to be taken in order for the child to remain in the program, and will be taken at the family's expense:

- Consultation with a licensed professional, such as a developmental therapist, psychologist, or NSSED staff
- Implementation of a one-on-one aide

If it is determined by NFCNS staff that the school is unable to meet a child's individual needs, or if a child becomes a threat to the safety and well-being of other children or adults at NFCNS, the child will be discharged from the school. If a child engages in a behavior which may result in bodily harm to others, an immediate meeting with the family may be called. If such behavior warrants it, immediate discharge may result.

NFCNS reserves the right to suspend, expel, or deny participation in any program or event to any child or adult whose behavior materially interferes with or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage such activities.

Each family and staff person is required to sign the attached acknowledgement and submit it to the school office before enrollment/employment can be completed. Please keep this copy of the Guidance and Discipline Policy for your reference.

Northfield Community Nursery School
Guidance and Discipline Policy Acknowledgement

In accordance with the Illinois Department of Children and Family Services Licensing Standards and Rule 407.270:

I have read and understand the **Guidance and Discipline Policy** of Northfield Community Nursery School.

Parent/guardian name: _____ Date: _____

Parent/guardian signature: _____

Your child(ren)'s name(s) if applicable:

_____	_____
_____	_____
_____	_____