



**Discover Magical Moments
Daycare Center, Inc.
Behavior Guidance Policy
For Parents
May 2009 Revision**

Prepared By:

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- Ensure that each child is provided with a positive model of acceptable behavior.
- Be tailored to the developmental level of the children that the program is licensed to serve.
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly related consequences for a child's unacceptable behavior.

Persistent Unacceptable Behavior

Discover Magical Moments Daycare Center has decided to refer to the Rochester Public Schools Behavior Incident Report Plan for behavior that is persistent and unacceptable that requires an increased amount of staff guidance and time. Refer to information below for the actual plan of action. Discover Magical Moments Daycare Center does not have the accommodations to provide care for children who need one-on-one care.

Behavior Incident Reports

A serious disciplinary action such as those listed will result in a *Behavior Incident Report* being filed. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth *Behavior Incident Report*, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This *Behavior Incident Report Policy* is inclusive of all children at the center. *Behavior Incident Reports* accumulate consecutively throughout the time at our center. As an example, *Behavior Incident Reports* received in the preschool classroom will carry over into the school age classroom when the child moves up. If the staff and/or Director feels that the child is endangering the safety of themselves, other children, or staff termination of care will be immediate. If the staff or Director feels that the child is better served with one on one care there will be communication between the Director and parent/guardian as soon as possible to make the appropriate child care arrangements due to Discover Magical Moments Daycare Center is unable to accommodate a one on one child care option.

1st Behavior Incident Report:

Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that should a **second** *Behavior Incident Report* occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Director.

2nd Behavior Incident Report:

Parents/guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and Director. The process

continues should a parent/guardian refuse to attend a meeting. Parent/guardian will receive a written warning that should a **third Behavior Incident Report** occur, the child will need to take a one-day leave of absence from the program.

3rd Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Parent/guardian will receive a written warning that should a **fourth Behavior Incident Report** occur, the child will need to take a three-day leave of absence from the program.

4th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parent/guardian will receive a written warning that should a **fifth Behavior Incident Report** occur, the child will need to take a five-day leave of absence from the program.

5th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parent/guardian will receive a written warning that should a **sixth Behavior Incident Report** occur, the parent/guardian will be required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

6th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth *Behavior Incident Report*, a child may be considered for re-entry into the program if the following criteria is met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss improvements in the child's behavior that may need to occur that will allow for a successful return to the program.
2. The parents/guardians understand that the receipt of one (1) *Behavior Incident Report* constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding fees have been cleared from the parent/guardian account.
4. The child will return to the program based upon enrollment availability. If the child's site has a waiting list, s/he will not pre-empt other children. The child cannot be placed on a waiting list until the above criteria have been met.

If one (1) full calendar year lapses between the first through the fifth *Behavior Incident Reports* and no additional reports are documented during that time, the file will be reviewed by staff on an individual basis. Incident reports MAY be waived at the discretion of the Team Leader. If the same type of behavior continues, however, reports will not be waived.

Prohibited Actions

Discover Magical Moments Daycare Center prohibits the following actions by or at the direction of a staff person:

- ✚ Subjection of a child to corporal punishment, which includes but is not limited to:
 - Rough handling
 - Shoving
 - Hair pulling
 - Ear pulling
 - Shaking
 - Slapping
 - Kicking
 - Biting
 - Pinching
 - Hitting
 - Spanking
- ✚ Subjection of a child to emotional stress, which includes but is not limited to:
 - Name calling
 - Ostracism
 - Shaming
 - Making derogatory remarks about a child or the child's family
 - Using language that threatens, humiliates or frightens the child
- ✚ Separation of a child from the group except as provided in subpart 4.
- ✚ Punishments for lapses in toileting.
- ✚ Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- ✚ The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
- ✚ The use of mechanical restraints, such as tying.

No child may be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- The child's behavior threatens the well being of the child or other children in the program.
- A child who requires separation from the group must:
 - Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
 - The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Note: Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance.

Separation Report – All separations from the group must be noted on a daily log that must include the following:

- The child's name
- The staff person's name
- Time
- Date
- Information indicating what less-intrusive methods were used to guide the child's behavior
- How the child's behavior continued to threaten the well-being of the child or other children in care
- If a child separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log
- If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in subpart 2 must be followed

Children with mental retardation or related conditions – For children with mental retardation or related conditions or children under the age of 5 as specified in

Minnesota Rules, parts 9525.0004 to 9529.0036, the standards governing the use of aversive and deprivation procedures in Minnesota Rules, parts 9525.2700 to 9525.2810 apply.

Reviewed by RMLB 5/13/09