

PARENT’S MANUAL

TABLE OF CONTENTS

Introductory Letter	2
Schedule of Operations	3
Admission and Withdrawal.....	3
Tuition Policy.....	4
Health Information.....	5
Absences	7
Emergency Situations	8
Special Requirements.....	9
Nutrition Policy.....	10
Special Provisions for Children 2 Weeks to 2 ½ Years	11
Daily Events.....	11
Special Events	12
Discipline Policy.....	13
Parking Lot Procedure Illustration.....	18

Wee Love
Day Care & Learning Center
31700 Couchez
St. Clair Shores, MI. 48082
(586) 296-7102

Dear Parents,

Welcome to Wee Love Daycare & Learning Center. We are pleased that you have chosen our daycare to meet your needs. Our goal is to help your child reach their full potential emotionally, socially, intellectually and spiritually while providing them with a comfortable, homelike atmosphere. We maintain only the highest standards of excellence.

Our Wee Love Staff will enrich your child's knowledge through daily instruction in language skills, reading, math, science, Bible stories, creative art and music. In addition, our spacious playground and full-size gymnasium provides a rich environment for our physical fitness program designed to enhance your child's gross and fine motor skills. As an extension of New Life Ministries, we provide your child with a safe, clean and innovative daycare and learning center.

Our licensing, by the Family Independence Agency (F.I.A.), allows us to care for all children ages 2 weeks to 12 years. Inspections of the program and facilities occur at regular intervals to ensure that all standards and state regulations are being met at all times. It is our policy not to discriminate on the basis of religion, race, national origin, sex or handicap in educational programs, activities and services. We comply with or exceed all requirements set forth by the State of Michigan.

Please take time to review this handbook and familiarize yourself with all forms, policies and respective responsibilities. We look forward to working together with you to meet your expectations for the health, safety and personal development of your child.

Sincerely,

Patricia A. Carlson
Director

SCHEDULE OF OPERATIONS

Wee Love Daycare and Learning Center (hereafter called Wee Love) will be open year round from 6:30 a.m. to 6:00 p.m., Monday through Friday. Wee Love will be closed on the following holidays:

Labor Day, Thanksgiving Day and the Friday following, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day and Independence Day.

If a holiday falls on Saturday or Sunday, the Monday or Friday closest to that day will be observed. Full tuition will be collected for all holiday weeks.

ADMISSIONS, INITIAL FEES AND WITHDRAWAL

Wee Love provides care for children ages 2 weeks to 12 years. Admission is contingent upon the availability of space in our program for both full-time and part-time applicants. To register your child, simply complete the following steps:

- Fill out a registration form. Registration fee is \$50.00 (nonrefundable).
- Sign an enrollment contract stating the specific drop-off and pick-up times.*
- Complete all child record forms.
- Pay one-week's advance tuition at registration. This will cover the last week of your child's enrollment if you have given a two-week advance withdrawal notice. On the first day of attendance, pay one-week's tuition.

To change the enrollment contract, you, as the parent or guardian, must fill out a "Change in Schedule Request Form" and submit it to Wee Love.

You are required to give a two-week notice when withdrawing your child from Wee Love. If your child is withdrawn without notice, you will forfeit your pre-paid tuition. We reserve the right to terminate an enrollment if a you fail to provide the necessary forms required, fail to pay tuition fees, are habitually tardy in picking up your child or if we feel Wee Love is unable to meet your child's individual needs.

- * **IF YOU EXCEED YOUR CONTRACTED TIME FOR THE DAY, YOU WILL BE CHARGED \$1.00 FOR EACH MINUTE BEYOND YOUR ALLOTTED TIME PER CHILD. (MINIMUM \$5.00 LATE CHARGE).**

TUITION POLICY

The budget for Wee Love Daycare & Learning Center is based upon the enrollment contract signed by the parent at registration. Our expenses remain constant; therefore, payment is required for any days missed including holidays, vacation days, sick days and snow days. If your child is absent for one full week due to illness or vacation, half-tuition will be collected to secure your child's placement in our program.

PAYMENT:

Payment is expected on the first enrolled day of the week. The full weekly payment is required at this time or your child will not be permitted to attend Wee Love the following week. Failure to pay tuition could result in immediate dismissal from the program. Any overdue balance or a tuition payment not paid on time will incur a WEEKLY \$15.00 late fee.

Use a check or money order made payable to "Wee Love Day Care" as the preferred method of payment. A \$25.00 service charge will be assessed for any returned check. Failure to pay service charges may result in immediate dismissal from the program.

REENROLLMENT:

A yearly reenrollment fee of **\$50.00** is due **September 1st**. However, if payment is made before the September 1st deadline, you may take advantage of the **discounted early reenrollment fee of \$30.00**.

COST:

The cost of our weekly services is stated in the "Tuition Cost Form". This form lists weekly and daily tuition amounts for full and part-time daycare services. We reserve the right to increase tuition at any time. Parents will be notified at least one month prior to any change.

DISCOUNTS:

There is a 10% discount for each subsequent child's tuition, when two or more children from the same family are registered for full-time care.

There is a 10% discount for children registered for full-time care, whose families tithe regularly to New Life Ministries.

RECEIPTS:

Yearly statements of tuition payments are mailed out for tax credit purposes. You may request receipts of individual tuition payments if needed for reimbursement or otherwise.

HEALTH INFORMATION

HEALTH APPRAISAL & IMMUNIZATION STATUS:

The Macomb County Health Department, by law, establishes the requirements for immunizations children need to attend any childcare facility in Michigan. The Health Department does routine checks to make sure all centers are in compliance with the law. **If your child has not met the minimum requirements for immunizations, he/she will be excluded from the program until the requirements are met.**

At the time of your child's initial attendance, you must provide the following documents to be kept on file at Wee Love:

- **Child Information/Emergency Card**
- **Signed, written permission to seek emergency care, unless the parent objects on the basis of religious beliefs**
- **Pick-up/Release Form indicating all individuals to whom Wee Love may release your child**
- **Health Appraisal**
- **Lunch Agreement**
- **Certificate of Immunization**

Before the initial day of attendance, the parent will provide a **Certificate of Immunization** showing a minimum of at least one dose of each immunizing agent specified by the Health Department. These certificates will be kept on file at Wee Love. If a child has been in attendance for 4 months, an updated certificate showing the completion of all additional immunization requirements, as specified by the Health Department, will be on file at Wee Love unless there is a signed statement by a licensed physician or his/her designee stating immunizations are in progress. Within thirty days of initial attendance, one of the following documents will be provided to Wee Love by the parent and kept on file at Wee Love (documents provided under this rule will be updated, as needed, but not less than once per year):

- Parents of children ages from birth through 2 ½ years will provide a document signed by a licensed physician or his/her designee that a physical evaluation has been made within the preceding 3 months and updated every year. Activity restrictions will be noted. In lieu of subsequent medical evaluations a written report from a periodic screening program, approved by the Health Department, may be used.
- Parents of children ages 2 ½ years to school age will provide a document signed by a licensed physician or his/her designee that a physical evaluation has been made within the preceding 12 months and updated every year. Activity restrictions will be noted. A written statement from the parent that the child has completed, or has an appointment to take part in, a health care program approved by the Health Department will also be acceptable.

MEDICATIONS:

The F.I.A. governs childcare centers with certain policies regarding the administration of medication to children. We adhere to these policies, by law, for the protection and safety of your child.

- Before any medication may be administered to your child, you must first complete a “Medical Release Form”.
- All medications must be stored in original containers, with prescription medication marked with the pharmacy label. The label must state all the following information: date, child’s name, type of medication, expiration date, administration instructions and dosage and the name and telephone number of the prescribing physician.
- Written parental permission and instructions are required allowing us to administer dietary supplements and any non-prescription medications, such as ointments, teething gels, powders, etc.
- All medications will be given by the child’s primary caregiver, the Director or Assistant Director **ONLY**.
- If your child is taking a new medication, we ask that you administer the medication to your child at least 24 hours prior to attending Wee Love in order to provide ample time for you to observe your child’s reaction to the medication.

COMMUNICABLE DISEASES:

There is a chance that your child may be in contact with communicable diseases since your child will be in contact with many children throughout the day. The list of possible diseases could include: Chicken Pox, Encephalitis, Hepatitis, Impetigo, Influenza, Lice, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Ringworm, Rubella, Scabies, Scarlet Fever, Strep Throat, Whooping Cough or others. If your child is ill with any contagious disease, please call us **AS SOON AS POSSIBLE**. A signed physician’s note will be required stating your child is no longer contagious before he/she can return to Wee Love. Make-up days are not allowed for any reason.

ALLERGIES:

You are responsible to note any allergies your child may have, in writing, on the emergency card and enrollment forms. This includes allergies to medications, foods and/or environment. The staff is better able to determine the difference between a sick child and one suffering from allergies if properly informed of the child’s individual health status.

HEALTH SURVEILLANCE MEASURES:

An unhealthy child is not comfortable in an active environment. Wee Love is responsible for reporting to the parent any observed changes in their child's health or any accidents that their child may have been involved in. We will observe and make you aware of any unusual signs in your child's behavior or any of the following symptoms: pale or flush skin color, unusual number of bowel movements, headaches, stomach aches, ear aches, rashes, hives, bumps, running nose, elevated temperature, wheezing, coughs, vomiting, gagging, lack of energy during play or any sign of distress (i.e., excessive crying). Not all cases will lead to dismissal for the day, but will be monitored and recorded for future reference.

The caregiver will place a child, who is too ill to remain in the group, in a separate area where he/she may be comfortably cared for and supervised until taken home or suitably cared for elsewhere. Items, including cots, bedding, utensils and toys used by the ill child will be removed from the room. Toilets and lavatories used by the ill child will not be used by any other person until those facilities have been thoroughly cleaned. The caregiver will contact you when these measures are necessary.

ABSENCES

DUE TO ILLNESS:

When your child is too ill to come to Wee Love for the day, you are required to contact us before 9:00 a.m., in order to give the staff adequate time to adjust to the change in their schedule. Please notify us of the nature of the illness and the anticipated length of time your child will be absent. Your child will not be allowed to return to Wee Love until his/her body temperature has been less than 100 degrees for a 24-hour period.

DUE TO VACATION:

Wee Love Daycare and Learning Center's fiscal year runs from September through August. Because Wee Love is holding a spot for your child, we must charge for vacations. Anytime a child is absent for a full week, half-tuition must be paid to hold a spot for your child.

Wee Love requires a written two-week notice prior to you removing your child from the program for vacation. A "Vacation Request Form" may be obtained from the staff. We cannot guarantee your child's enrollment if proper notification has not been given regarding vacation time.

DUE TO WEATHER CONDITIONS:

In the event of inclement weather, Wee Love will post any closings on cancellations.com. Parents are advised to set up email notification by following the steps listed below and then check their email on those days when the weather seems menacing. If parents do not have access to email, please call Wee Love at (586) 296-7102 to arrange another method of communication.

Steps to Set up Email Notification for Wee Love Day Care Closings:

- Go to the web site cancellations.com
- Under “Email Notifications,” click on “join for free”
- Enter your information and click on “accept and submit”
- Check your information and click on “accept and submit”
- Check your email for the password that cancellations.com has sent you
- Return to cancellations.com
- Under “Email Notifications,” click on “login”
- Under “Already Registered” enter your email address and the password given to you via email
- Under “Manage your cancellations.com visitor account” click on “Your name, address, login email, password, etc.”
- Change your password to something that is easy to remember and click “save”
- Click “Visitors Home Page”
- Click “Find additional organizations to sign up for”
- Find Wee Love Day Care and Learning Center and click “Add”
- Return to “Visitors Home Page”
- Go to “Current organizations you are signed up for”
- Wee Love should now be listed
- You are now set to receive email notification if Wee Love closes due to weather

EMERGENCY SITUATIONS

EMERGENCY ILLNESS:

If your child becomes too ill to remain at Wee Love, as indicated previously in the handbook, you will be contacted immediately. If you cannot be reached, the staff will contact the person designated on the emergency card on file at Wee Love.

EMERGENCY INJURY:

All caregivers and staff have certified training in CPR and First Aid. Emergency medical care will be secured, if deemed necessary. Parents are required to sign emergency care forms that will be kept on file at Wee Love. Parents will be notified immediately if any injury or serious accident occurs. If you cannot be reached, we will contact the person designated on the emergency card on file at Wee Love.

FIRE/TORNADO EMERGENCIES:

Wee Love has posted emergency procedures and evacuation plans in a conspicuous place in the classrooms. All staff members will be informed of their duties and responsibilities if an emergency occurs. Emergency procedures will be reviewed with the staff at least twice a year. Wee Love conducts fire drills 4 times a year, to assure prompt evacuation of the building in case of fire. Wee Love also conducts a tornado drill at least once during the year.

EMERGENCY PICK-UP:

Wee Love will not release your child to anyone not listed on the emergency card. In the event that someone not on the emergency card is picking your child up at your request, we require you to notify the Director or Assistant Director by telephone and written permission via fax, in order for your child to be released. The person picking up your child will be asked to show valid picture identification before we will release your child to their care. Please give the person picking your child up instructions concerning the procedures and guideline requirements for departure.

SPECIAL REQUIREMENTS

CLOTHING:

We are not responsible for any lost or missing articles of clothing left at Wee Love. It is advised that all clothing your child wears be labeled. You must provide the following items for your child:

- One complete change of clothes, labeled with your child's name. Parents need to check occasionally to assure that the extra clothing is weather appropriate. If clothing is used, parents are responsible for replacing the change of clothes the following day.
- One shoebox labeled with your child's name for storing extra clothing.
- Extra diapers and wipes, and/or training pants, all labeled with your child's name.

OUTERWEAR:

You are expected to properly dress your child for seasonal, outdoor play. The following are recommended items:

- Winter: Heavy coat, hat, gloves, scarf and boots
- Spring: Sweater and raincoat or water-repellent spring coat
- Summer: Bathing suit, towel, sunscreen and water-shoes
- Fall: Lightweight coat or heavy sweater and gloves

FORMULA, MILK AND FOOD:

You are expected to provide your child daily with a nutritional, boxed lunch including beverage. Parents of infants will provide a daily supply of all formula and/or milk and baby food, according to the guidelines listed below:

- Milk or formula will be prepared and placed in an assembled bottle unit before being brought to Wee Love and labeled with your child's name and date.
- Each bottle and nipple you supply will be used for a single feeding only and returned to you daily.
- All food containers and bottles must be labeled with your child's name and date.
- All children unable to hold his/her bottle will be held in the caregiver's arms during feeding.
- Solid foods will be introduced to the individual child according to the parent's or licensed physician's instructions.

NUTRITION POLICY

INFANTS:

- You are required to clearly label all bottles of formula or breast milk with your child's name and the date.
- Only bottles labeled properly and dated for the present day will be used.
- Infants will be fed expressed breast milk or iron-fortified formula, on demand, unless a parent provides written instructions stating otherwise. All infants will be held in the caregiver's arms during feeding. Older infants will be fed in a sitting position.
- Breast milk will be thawed under cold running water or in a refrigerator and must be warmed in a separate container from any other bottle, to avoid contamination.
- Bottles will be warmed in a crock-pot, using warm water only. Bottles will not be permitted to stand at room temperature for extended periods of time, to avoid spoilage.
- All reusable bottles, nipples, bottle caps and other utensils will be sent home daily to be washed and sanitized by the parent.

TODDLERS AND PRESCHOOLERS:

- Children and staff properly wash their hands before all meals and snacks.
- All food, including snacks and beverages, meet or exceed the F.I.A. standards of nutrition.
- All food is cut in appropriate sizes, to avoid choking.
- Children are not forced to eat. Food is not used as a reward or punishment.
- All meals are served family style.
- Children who are in care for 4 to 6 hours are served 1 meal and 1 snack. Children who are in care for 7 to 10 hours are served 1 meal and 2 snacks or 2 meals and 1 snack.

SPECIAL PROVISIONS FOR CHILDREN **2 WEEKS TO 2½ YEARS OLD**

SLEEPING:

Children 12 months old and younger sleep in cribs with side rails and firm mattresses. As the children grow older, they transition to cots. Rocking chairs are provided for staff use when comforting and quieting the children.

RECORDS:

Wee Love maintains a continuing record of children up to 30 months of age in the areas of food intake, sleeping patterns, bowel movements. Developmental milestones, such as sitting, smiling, focusing on objects, first word, crawling and walking will be recorded and given to the parent daily.

DIAPERING AND TOILET TRAINING:

You are expected to supply all diapers and wipes labeled with your child's name. Diapers should be disposable and the correct size for your child. The caregiver changes your child's diaper when they are soiled or wet.

Toilet training is planned cooperatively between you and the child's primary caregiver. This ensures the toilet training routine established is consistent between Wee Love and the child's home.

DAILY EVENTS

ARRIVAL:

To ensure that your child has a pleasant and safe arrival in the morning hours, we ask that you follow these guidelines:

- Please drop-off and pick-up your child in the circle-drive parking lot; turn into the driveway and pull all the way forward or in the Daycare Nursery and Staff Entrance lot (see map). When exiting the driveway, observe the "Left Turn Only" policy. Avon Street may not be used as a thoroughfare per city ordinance.
- Walk your child to their room and sign them in immediately.* This will give them the assurance that you will return later. Assist the children in putting away their coats, outer garments and other supplies.

* **Wee Love Daycare and Learning Center is not responsible for your child if you do not walk them into their room & sign them in for the day.**

FOOD:

All meals at Wee Love are supervised. Your child is served a nutritious boxed lunch (**brought from home**) according to the previous written agreement. In the case of a forgotten lunch, one will be provided at the cost of \$2.00 per meal. This cost will be added to your child's tuition. Wee Love provides 2 nutritious snacks, including beverage. One is served in the morning and one is served in the afternoon. All food and beverages provided by Wee Love are posted in each classroom and meets or exceeds the requirements set by the F.I.A.

We recommend that you feed your child a substantial, healthy breakfast before coming to Wee Love, as breakfast will not be formally served. If your child arrives at Wee Love before 8:00 a.m., you are responsible for bringing a nutritious, ready-to-serve breakfast, including a beverage.

REST TIME:

The F.I.A. requires Wee Love to provide adequate rest periods for all children enrolled in our program. We provide a cot and a separate designated area for storage of your child's bedding. You are expected to provide the following: one sheet (port-a-crib sheet for those 2 ½ years and younger, crib sheet for those 3 years and older), small pillow, blanket, canvas or nylon bag or pillowcase to contain bedding (no paper bags, please) and one special rest item, such as a stuffed animal, if desired. You are responsible for taking bedding home on Fridays to be laundered and returned by Monday morning.

SPECIAL EVENTS

PARENTAL VISITS:

Wee Love maintains an "open door" policy. You are welcome to visit your child anytime.

BIRTHDAYS:

Birthdays are very important days for children. We will work with you to make your child's birthday a special time. You are welcome to provide a birthday snack for the children at Wee Love, but are asked to obtain approval from your child's primary caregiver in advance.

"SHOW AND TELL" / POSSESSIONS BROUGHT FROM HOME:

Children are not permitted to bring toys from home. These items can easily get lost or broken in an environment with so many children.

Children will, however, have opportunities to bring special toys on "Show and Tell" days. The caregiver in your child's room will designate these special days and notify you in advance. Wee Love requires that all items be labeled with your child's name. We reserve the right to exercise discretion as to the admission of items for "Show and Tell". Weapons of any kind are never allowed at Wee Love.

HOLIDAYS:

We believe it is important and educational to celebrate various holidays. Being an organization founded in the Christian faith, we will celebrate certain holidays from a Christian perspective. The holidays we acknowledge are: Christmas (teaching the birth of Jesus), Easter (the death and resurrection of Jesus), Thanksgiving, Valentine's Day, Mother's Day, Father's Day and Independence Day. Halloween will be celebrated as a Harvest Hoedown with a Christian perspective. There are guidelines concerning costumes. You will be contacted in advance if the primary caregiver chooses to have a small party for any of these occasions.

FIELD TRIPS / SPECIAL EVENTS:

Field trips and special events are planned periodically throughout the year. Your child will need prior authorization by the Director to attend any field trips or special events not scheduled on his/her contract day.

INDOOR AND OUTDOOR PLAY:

Children enrolled at Wee Love will engage in outdoor and indoor gross motor activities daily. Please send your child in seasonally appropriate and comfortable clothing for these activities. All children are expected to participate in outdoor play unless you provide Wee Love with a doctor's notice stating otherwise.

DEPARTURE:

Your child will be very excited and proud of all of his/her accomplishments at the end of the day. Please follow these guidelines when picking up your child.

- Pick up your child in the appropriate room and sign him/her out. Review daily activities, giving proper praise and collect all projects and belongings.
- Inform caregiver of your departure with your child.* Remember to sign your child out and check your child's mailbox for any pertinent updates.

* **Wee Love Daycare and Learning Center is not responsible for your child after they have been signed out of Wee Love.**

STAFF DISCIPLINE POLICY

Wee Love Day Care and Learning Center desires to maintain a loving, safe and structured environment. Using appropriate disciplinary techniques is one way to help accomplish this goal. We are responsible for the care, guidance and teaching of children. We have the opportunity to promote healthy self-esteem while teaching children the biblical principles of self-respect, respect for others and self-control. Volunteer and paid staff working with your child work cooperatively to achieve appropriate guidance intervention by using all of the following methods:

CREATE A POSITIVE ENVIRONMENT:

- Willful submission of children is desired. Use positive methods, which encourage self-control, self-direction, self-esteem and cooperation.
- You are placed in authority. Be consistent and follow through with what you say. Don't make rash decisions and always keep your word.
- Respect the children and treat them with dignity.
- Encourage in public, discipline in private. Never embarrass a child.
- Be aware of the tone and volume of your voice. Avoid using sarcasm. How you say things makes a difference.

APPROVAL:

Always look for ways to affirm the children either verbally, a special phone call, a written note or letter, awards, certificates, etc. Never call a child a negative name (i.e. you're bad, awful, etc.). Look for ways to reward each child individually when possible. Praise does two things: it keeps a child on task and it enhances a child's self-concept. Offer praise in a sincere voice. Praise for both effort and success. Physical confirmation of a child's self-worth is demonstrated by smiling, cuddling, rocking, hugging, rubbing a child's back, or a small touch on the shoulder.

ESTABLISH REASONABLE RULES:

- Children need boundaries. It brings a sense of security and responsibility.
- Rules are necessary for the safety of the children, the protection of property and creating a positive learning atmosphere.
- Keep rules simple and reasonable.
- Inform children of consequences for not following rules.
- Discuss the rules with the children in a kind voice reminding them on a daily basis. (Younger children can repeat the rules after the teacher).
- Consistently follow the rules. Rules not enforced confuse children.
- Use positives rather than negatives. (Example: "We walk in the classroom." "We only say nice things in the classroom." "We keep our feet on the floor.")
- Be specific. (Compare "Stop that!" to "We walk in the classroom"). Tell the children exactly what behavior is desired.

GIVE CHOICES:

Children learn to make good decisions when you give them choices. Give a child an alternative or choice whenever possible. For example:

Instead of saying "Clean up those toys!" try "Would you like to clean up the blocks or the puzzles?"

If the child refuses, say "Would you like to pick up toys or go to time out?"

"Joey, we push the cars and trucks on the floor, not the table. You can either play with the cars on the floor or go and play in the block area."

DIRECT BEHAVIOR:

If you do not want to let the child make a decision, then don't give them a choice. For example, suppose the temperature was 32 degrees and Sam was going outside and refused to put on a coat. You would say, "Sam, put your coat on before you go outside." If he says, "NO!" you can tell him he cannot go outside unless he puts on his coat.

GET THE CHILD'S ATTENTION:

Call the child's name and get his/her attention before giving instructions. Sometimes you will even need to place your hand on a child's shoulder to get their attention. To get the attention of the whole class, use techniques like turning the lights off and on quickly, ringing a bell or blowing a whistle. Another method is to establish an attention grabber rhyme. For example:

"Zip your lips, touch your toes, fold your hands, now look at my nose."

"First stand up, then sit down. Wiggle your fingers all around. Take your hands, and clap, clap, clap. Now fold them gently in your lap."

"Hug your neighbor, spin around, fold your hands, and then sit down."

Yelling is not an effective, positive method for gaining the attention of the class.

GIVE WARNING TIME:

Give the children a 5-10 minute warning before you expect them to change an activity. They respond better when they are given time to adjust. Some examples include:

"Snack will be ready in 5 minutes."

"It will soon be time to come inside."

NATURAL AND LOGICAL CONSEQUENCES:

Letting children experience the natural consequence of their actions may be lesson enough for children to alter their behavior. Children under 5 years of age may need adults to point out what happened and why. This should be done in a matter of fact manner without being critical of the child. Adults can positively direct children to logical consequences, which help children become responsible for their actions. For example:

"See what happens to your paper when you use the scissors before the teacher tells you what to do?"

PROBLEM-SOLVING:

Discuss the problem occurring and encourage children to think of alternative solutions and possible consequences. Depending on the age of the child, they may need suggested, possible solutions and discussion about the effects of each solution.

IGNORE INAPPROPRIATE BEHAVIOR:

When a behavior is not dangerous, disruptive or harmful to others, it may be effective to ignore the behavior. When you refuse to give attention to a child, he/she may stop that behavior and do something else to get your attention. Praise immediately when the child responds in desired behavior.

REDIRECT BEHAVIOR:

Redirection is the process of distraction and removing the negative action and turning to a positive action without reward or disapproval. For example, when two children are pulling at one toy car, the adult intervenes and gives one of the children another car. Another example is when a child is writing on a table the adult intervenes and gives the child a large sheet of paper.

CHANGE THE SETTING:

Sometimes changing a room around can prevent misbehavior. Change the environment by removing the troublesome materials.

RENEWAL TIME (TIME-OUT):

Whenever a behavior can be altered by using an alternative positive method of discipline, time-out should not be used. Time-out is not a punishment, but a discipline to train a child to calm down and comply to the rules.

Length of time-out is one minute for each year of the child's developmental age.

Instruction is a must in the time-out situation:

- Acknowledge sin - "Why are you in time-out?"
- Repentance - "I'm sorry, I won't do this again."
- Restoration - "You may go play now."
- Praise - "You are playing so nicely with others."

If a child refuses to admit guilt, repent or is out of control, notify the Director. The Director will personally talk to the child or notify parents, when deemed necessary.

NONCOMPLIANT CHILD:

A child is considered noncompliant when he or she:

- uses inappropriate language
- has physical encounters with another child
- fails to comply with classroom rules

Notify the Director immediately. The director will then instruct staff or speak to the child and/or parents personally about the misbehavior. Continuous disruptive behavior that adversely affects other children or the daily program will warrant a parent consultation and possible termination.

PROHIBITED DISCIPLINE:

- Hitting, shaking, biting, pinching or inflicting any form of corporal punishment.
- Restricting a child's movement by binding or tying him/her.
- Mental or emotional cruelty such as humiliating, shaming, frightening or threatening a child.
- Depriving a child of meals, snacks, rest or necessary toilet use.
- Confining a child in an enclosed area such as a closet, locked room, box or smaller cubicle.

LOVE AND PRAY FOR THE CHILDREN YOU HAVE BEEN GIVEN THE PRIVILEGE TO INFLUENCE IN A POSITIVE WAY

The best way to prevent misbehavior is to set a good example. Children learn by imitating other people around them. Speak to the children at all times with love and respect. Demonstrate respect to other staff, parents and adults around you at all times. Little ears and eyes are always watching.