
Behaviour Management Policy and Procedures

Objective:

Behaviour management should promote children's growing autonomy, promote cooperation and set and reinforce limits.

Procedures:

1. The schedules and routines are set to meet children's needs and understanding of time.
2. Physical space is clearly organized and defines what kinds of activities are permissible.
3. Play materials and activities are set up to engage children's active interest and participation.
4. Staff interact directly with the children as much of the time as possible.
5. Staff members provide opportunities for children to take part in activities that require helping, taking turns, talking to solve problems, and group work.
6. Staff members support children's independence in daily routines and activities such as toileting, eating, picking up toys and dressing.
7. Children are encouraged to solve problems by identifying them, thinking about alternatives, and making decisions. Staff involvement varies according to the level of the child.
8. The expectations for children are embedded in the environment and routines. Staff members anticipate problems and may be able to intervene before they happen.
9. Staff members are consistent in following through when limitations are not met. For example, positive redirection (*It's time to leave the blocks now. Do you want to paint or look at a book?*) is a follow-through behaviour guidance strategy. Positive reinforcement—*You are able to wait for your turn, thank you.*—is used to reinforce children's positive behaviour.
10. Staff members will not use time-out (removing the child from the situation and leaving him or her alone), threats, or corporal punishment at any time. This includes locking or confinement of children.
11. A child must not be humiliated either physically or verbally through

sarcasm, taunting, teasing or degradation.

12. A child must not be deprived of basic needs for food, clothing, shelter, or bedding. Food must not be used as a punishment or threat at lunch or snack. Access to liquids (water, juice etc.) must always be available to the child.
13. Centre behavior guidance policies and procedures which guide which guide centre staff in managing children's behaviors are to be reviewed annually by the operator. All staff, volunteers and students are required to review the behavior guidance policy before they begin working, and at least annually thereafter.
14. The centre supervisor will monitor staff behaviour guidance issues and if needed take appropriate actions to correct the issue (e.g. professional development workshops, followed by goal setting).

All Staff and volunteers are required to sign a document annually stating that they have read the behavior Management Policy and will comply with it.

Behavior Guidance Monitoring

Behavior guidance will be monitored and recorded for all teaching staff at least every four months by the Supervisor. A written record of the observations will be kept in the staff's files for at least 2 years at the centre.

In addition, during daily classroom observations the supervisor will observe teachers and note any practices that are inconsistent with our policies and procedures to the written record. This is to ensure that teachers are using acceptable behavior guidance practices with the children.

If the supervisor observes a discrepancy, the supervisor will have a discussion with the teacher about the incident. The supervisor will help the staff identify the issue and provide more effective ways to interact with the children.

Contravention of Behavior Management Policy of Staff

Staff are expected to comply with the program's stated policies and procedures and the requirements of the Child Care and Early Years Act with respect to Behavior Management. Failure to comply could result in a verbal warning initially, followed by a written warning and finally, dismissal. The Supervisor will work with the teacher for more effective strategies that

can be used. Workshops or other outside resources can be used during this process.

Serious contravention can be the sole basis for immediate dismissal. Such a dismissal shall be at the Director's discretion. Any contravention must be reported to the Supervisor and in the case of the Supervisor, the Director or Operations Manager. Students and other adults taking part in the programs of the Centre are considered staff and must abide by the same policies and procedures.

The criteria to be considered when determining which disciplinary measure to take:

- seriousness of the offence
- actual or potential risk, or harm to child
- past performances of the employee in general
- recent performances
- frequency of occurrence
- previous disciplinary action taken

As the supervisor may also be a classroom teacher on occasion, any concerns regarding the supervisor's performance will be forwarded to the Director by the supervisor's designate.

Aggressive Behavior Policy

Children on occasion will exhibit aggressive behaviors that can be directed towards other children or staff. Aggressive behavior includes such actions as hitting, pushing, or any other persistent or forceful physical action directed toward another individual. It is our intention to provide a safe environment for all by having consistent approach towards aggressive behavior that ensures that each child receives appropriate attention. Parents will be kept informed regarding all incidents of aggressive behavior.

Reoccurring or Pattern of Aggressive Behavior

A reoccurring or pattern of aggressive behavior is a regular or frequent action or reaction to a situation, event, or interaction. In the event that a behavior is reoccurring, teachers will fill out an Incident Report about the incident which goes into the child's file. Close attention to the environment or any other possible triggers will be documented. A journal is helpful in documenting aggressive behavior.

If the aggressive behavior continues, a meeting will be set up between teachers and Supervisor to discuss strategies and outside resources may be called as an extension of support for parents and daycare.

If the behavior continues the Supervisor in consultation with the Director to determine if the centre can continue to meet the child's needs. If it is deemed that the child cannot be adequately serviced through this organization the parents will be instructed to withdraw the child. There is a 4-week withdrawal notice policy at Kinder College.

Hierarchy of Consequences

Every child's behaviour will be considered individually, with fairness and flexibility, so that the best opportunities are presented to correct the behaviour in question.

1. Any behaviour that has potential to cause harm to other children or the child himself must be handled immediately.
2. The child will be counseled, in a developmentally appropriate manner, about more acceptable ways of behaving, and given an opportunity to examine her own behaviour.
3. Parents/guardians may be called to share a concern and to help develop and implement a home/program strategy to deal with the child's difficult behaviour.
4. In a case of serious occurrences, the child may be suspended from the program.
5. If the child remains to cause harm to other children or the child himself, and all in-house and community resources have been exhausted, we may come to the conclusion that our centre may not have the resources to effectively serve the child's needs in a safe manner. If this is the case, the child will be removed from the program.