

University Hill Preschool
Guidance and Discipline Policy
Amended August 2014

The Guidance/Discipline Policy is used as a guideline when dealing with children who hurt other people or themselves; who are physically or verbally disruptive to the point that other children can no longer enjoy their time in the classroom; who destroy or harm the classroom or environment around them.

Guidance/Discipline follows a series of steps:

1. Discussion- The teacher talks with the child about the situation to create understanding and empathy for the other child (children), adult, or the objects/ environment involved. The teacher ask the child to stop the behaviour.
2. Redirection- The teacher redirects the child to another area of the classroom or away from the situation.
3. "Thinking Time"- The child is separated away from the other children and the classroom/environment and placed in a quiet area. A teacher stays with the child. "Thinking Time" will never last more than 5 minutes. If a teacher uses "thinking time" they will notify the parent within 24 hours. All attempts will be made to speak directly and in person to the parent. If this is not possible then an email will be sent to the parent by the teacher. The parent is welcome to meet with the teachers to go over the incident if there are any concerns. The teacher will then follow up with the parent within two school days to ensure they are satisfied with the outcome.
4. Logical Consequences- Consequential to the child's behaviour either the item the child was using is taken away from him/her or the parent is called and the child is sent home.

Physical Restraint:

The teacher may use physical restraint in a situation where a child is hitting, biting, or hurting a child (children), teacher, or classroom/environment. The teacher will hold the child by putting her arms around the child's waist and doing it in a way that the child being restrained is in front of the teacher with their feet pointing out wards. If the teacher uses physical restraint they will notify the parent within 24 hours. All attempts will be made to speak directly and in person to the parent. If this is not possible then an email will be sent by the teacher to the parent. The parent is welcome to meet with the teachers to go over the incident if they have any concerns. The teachers will them follow up with the

parent within two schools days to ensure the parent is satisfied with the outcome.

The teachers will not:

- Use any form of corporal punishment,
- Use verbal, physical, or emotional harsh treatment, or
- Use confinement, isolation (without a teacher present), or deprivation of comforts as a form of punishment.