



Norridge Park District Early Care | Preschool | School Age

GUIDANCE & DISCIPLINE BEHAVIOR POLICY

It is the philosophy of the Norridge Park District Early Care that positive discipline practices will be used to show each child consideration from themselves as individuals, respect and that there are consequences for inappropriate behavior. Positive discipline will be used to help each child grow in self-esteem, develop self-control and successfully become a member of the group. Discipline is an ongoing process – a teaching process. Disciplinary actions are the sole responsibility of the classroom staff employed by the Norridge Park District, the adults who have an ongoing relationship with the child. Parents will be informed of any situations pertaining to discipline and directly involved in the process of resolution.

Norridge Park District Disciplinary Guidelines:

- A “break” will be used only when necessary to separate a disruptive child from the group. Removal from the group to help a child gain control shall not exceed 10 minutes depending upon the age of the child.
- Children shall not be disciplined for failure to eat, bathroom accidents, or failure to sleep.
- There will be no corporal punishment, (including hitting, spanking, beating, or any other measures to induce pain). No child will be humiliated or subjected to abusive or profane language, threats of punishment, or derogatory remarks. Discipline techniques will not humiliate, shame, reject, or frighten a child.
- The Norridge Park District believes that children should have the opportunity to solve their own problems. It is our job to provide them with a variety of coping strategies, give positive reinforcement and teach responsibility.
- The Norridge Park District aims to provide a developmentally appropriate program that is consistent and structured to meet the needs of individual children. While it is recognizing that children in a social setting may display challenging and/or violent behaviors at times, exclusion proceedings will begin only when a child exhibits regular behavior that is detrimental to himself, herself, and /or others in the group. In addition, there are times when a family’s philosophy will differ from that of the Norridge Park District. In those cases every effort will be made to accommodate the family. At times, a family may be asked to leave the program to find one where the services/philosophy more closely meets their needs.

Dismissal Procedure:

If a child continues to exhibit problematic behavior after staff has followed the discipline policy or the child’s behavior constitutes a major incident determined by the Norridge Park District Administrative Staff to be of sufficient severity to warrant immediate dismissal, the dismissal procedure shall go into effect. During the entire dismissal process the Director of Parks and Recreation will be kept informed. The Director of Parks and Recreation and the District’s Board of Commissioners have worked together in conjunction with the Norridge Park District Staff to develop this policy. It is with their support that the Norridge Park District staff will continue its efforts to protect the physical and emotional well-being of children in the program, and to keep every child in our care safe and free from harm. Except in instances

of conduct by a child determined by the Norridge Park District administrative staff to be of sufficient severity to warrant immediate dismissal, the following guidelines will be followed in implementing the dismissal procedure.

1. The parents will be kept informed of their child's problematic behavior through incident reports and/or parent contacts.
2. In order to determine a workable solution to the problem the Norridge Park District Administrative Staff will call for a multi-disciplinary staffing. Input shall be obtained from all persons including parents and staff who have worked or are currently working with the child in a significant capacity. If the parents choose not to attend the staffing, he/she will be notified of the meetings outcome. A summary of the staffing and any recommendations made will be filed in the child's cumulative enrollment folder.
3. If the child continues to exhibit the behavior which led to the staffing described above, the child will be escorted to the office. The parents will be notified and asked to pick up the child for the remainder of the day. A staffing will again be scheduled between the staff, administration, and the child's parents. Expectations and rules will be reiterated at the staffing with notice that if the child exhibits the problematic behavior again the child will be put on suspension from the program.
4. If the problematic behaviors occur again the child will be suspended from the program for a minimum of two days to maximum of two weeks. The severity of the child's actions will determine the amount of time the child serves in suspension.
5. Upon return of the child, if another incident occurs, the Norridge Park District will terminate the child's enrollment in the program. Parents will be required to sign the dismissal report.
6. If it determined that it is in the child's best interest to terminate enrollment, the child's parent's needs will be considered by planning with parents to meet the child's needs when he/she leaves the Norridge Park District Early Care and Preschool Program, including referrals to other agencies for facilities.
7. The date of the child's last day will be given to the parents with as much advance notice as possible under the circumstances.
8. If the problematic behavior exhibited by the child involves repeated major incidents, or a single major incident determined by the Norridge Park District Administrative Staff to be sufficient severity to warrant immediate dismissal, the child may be dismissed immediately. In such an event, reasons for the dismissal will be presented clearly in written form, approved by the Norridge Park District Superintendent and forwarded to the Executive Director of the Norridge Park District. The child's parents will be asked to sign the written dismissal report and will then be provided with a copy. The written dismissal report will also be placed in the child's cumulative enrollment folder.

I have read, agree with and understand that I will adhere to the above guidelines for disciplinary procedures at the Norridge Park District.

Parent/Guardian Signature(s): _____

Date: _____

Parent/Guardian Signature(s): _____

Date: _____

Norridge Park District Signature: _____

Date: _____