



GINGERBREAD HOUSE CO-OPERATIVE PRESCHOOL CORP.

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Behaviour Guidance Policy

Gingerbread House Co-operative Preschool acknowledges the legislative force of the Child Care and Early Years Act 2014 and believes in managing the behaviour of children in a positive manner at a level appropriate to their actions and ages in order to promote self-discipline, ensure health and safety, respect the rights of others and maintain equipment.

Any Employees, Volunteers and/or Students are expected to comply with the policies and procedures expressed herein and with the Child Care and Early Years Act 2014.

Prohibited Disciplinary Practices

Gingerbread House Co-operative Preschool does **not** permit the following practices in response to any child's behavior:

1. Corporal punishment of the child
2. Deliberate harsh or degrading measures that would humiliate the child or undermine the child's self-respect (including verbal, emotional and physical), shall not be permitted.
3. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
4. Exits are not locked or permitted to be locked for the purpose of confining a child or using a locked room (area) to confine a child, away from other children, without adult supervision, shall not be permitted.
5. Physical restraining of a child (i.e a high chair, car seat, stroller) for the purposes of discipline or in lieu of supervision is not allowed, unless the physical restraint is to prevent the child from hurting themselves or someone else. It is used **ONLY** as a last resort and only until the risk of injury is no longer imminent.

Behaviour Management Guidelines

To ensure a child's safety and well-being, and to foster social and emotional development, it is necessary at times to impose limits or set standards of acceptable behavior. The role of the teacher and parent is to support a child's sense of being a worthwhile person while providing opportunities for the child to learn appropriate ways to interact with others.

Discipline should be:

- 1) Related to the nature of the troublesome behaviour.
- 2) Appropriate to the development level of the child.
- 3) Used in a positive and consistent manner.
- 4) Designed to assist the child to learn appropriate behaviour.
- 5) Implemented as soon as possible after troublesome behaviour.
- 6) Discussed with a parent if a difficult situation arises with a child.

Acceptable Behavior Management Techniques

- *Prevention* – Reasonable expectations, a consistent daily routine, and a developmentally appropriate environment and program
- *Anticipate* – Intervene positively before any problems occur
- *Redirect* – Use positive language by focusing on what the child may
- *Encourage and praise* – Acknowledge and point out desired behavior
- *Provide choices* – Allow choices when possible. If a choice is not possible, then state that clearly.
- *Clear expectations* – Expectations of the children to be made clear and desirable behaviour to be modeled and reinforced.
- *Care and respect* – Treat the child with care and respect when enforcing limits

Strategies for Preventing Behaviour Problems

The following strategies can be used in the classroom to prevent behavior problems:

Programme

- Have a planned daily routine and show the routine with picture cards
- Provide a variety of developmentally appropriate activities

Environment

- Ensure that health and safety standards are met
- Assess how space is being used

Staff/Parents

- Establish a positive relationship with the children
- Have reasonable expectations of the children
- Communicate these expectations clearly to the children
- Ensure opportunity for daily conversations with parents or meetings

Each volunteer or employee is required to review this policy with the Supervisor or Assistant Supervisor upon commencing duties and annually afterwards. They are all required to sign the record indicating he/she has read and understands the Behaviour Guidance Policy for Gingerbread House Co-operative Preschool. The Behaviour Guidance Policy for Gingerbread House Co-operative Preschool will be in our parent handbook and/or on our website for parents to review before our yearly start date.

A written observation of the behaviour guidance practices of each employee, volunteer, and student shall be recorded at regular intervals throughout the year, at least twice annually and filed confidentially. These records shall be kept for two years after the entry is made.

Any violation of these behaviour guidance practices must be reported immediately to the Supervisor who, in turn must report it directly to the Chair of the Executive Board. The Chair will use discretion in the prompt resolution of the violation dependent upon the severity. The Chair of the Board may follow the Disciplinary Action Procedure and complete a Disciplinary Warning Notice Form. This is a direct reference to the Policy within the Child Care and Early Years Act 2014.

Failure to comply with these policies and procedures may result in the following depending upon circumstances at issue:

1. A verbal warning will be given.
2. A written warning will be put in the employees file, using the Disciplinary Warning Notice Form, referring to the earlier offense and advising the employee that a further offense will result in another written warning and Disciplinary action will be decided by the Board.
3. Another written warning is given, put in the employees file, referring to the 2 previous offences and a disciplinary action is taken by the Board. Employee is notified that any further offenses will lead to termination of employment at Gingerbread House co-operative preschool.
4. Employee is terminated and the Supervisor will document the details of the termination using the Disciplinary Warning Notice Form.
5. If the incident involves a volunteer, the situation will be reviewed with the Board case by case but could lead to a temporary or permanent removal of the volunteer, with or without warning or explanation.
6. If the incident involves a student, written and/or verbal report is given to their monitoring teacher followed by removal from the program.

In most situations, a progressive discipline process will be utilized. However, certain infractions of the Behaviour Guidance Policy may be deemed serious enough that progressive discipline will not be applied. Instead, levels 2, 3 or 4 may be initiated immediately depending on the nature of the situation. This will be in consultation with the Executive Board.

Circumstances to consider include:

- Seriousness of the offense,
- Actual or potential risk or harm to the child,
- Past performance of the employee (parent) in general,
- Recent performance,
- Frequency of occurrence,
- Previous disciplinary action taken.

Gingerbread House Co-operative Preschool

Behaviour Guidance Monitoring Form

Date: _____

Name of Staff: _____

The following observations were made by: _____

- 1) Was spanking or other forms of corporal punishment used as a behaviour management practice? _____
- 2) Was the method of discipline used:
 - related to the nature of the problem? _____
 - appropriate to the development level of the child? _____
 - used in a positive and consistent manner? _____
 - designed to assist the child to learn appropriate behaviour? _____
 - in compliance with the preschool's written policy? _____
- 3) Were deliberate harsh & degrading practices used that would humiliate a child or undermine a child's self-respect? _____
- 4) Was any child deprived of basic needs including food, shelter, clothing or bedding?
- 5) Were any exits locked for the purpose of confining a child? _____
- 6) Was a locked or lockable room or structure used to confine a child who has been withdrawn from the other children? _____

General Comments:

Signature of Observer

Date

Signature of Staff

Date

**Gingerbread House Co-operative Preschool
DISCIPLINARY WARNING NOTICE FORM**

NAME: _____

DATE: _____ TIME: _____

FIRST OFFENCE _____

SECOND OFFENCE _____

THIRD OFFENCE _____

FOURTH OFFENCE _____

NATURE OF VIOLATION:

SUPERVISOR'S REMARKS:

EMPLOYEE'S REMARKS:

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____