

# The Holyrood After School Care Society

## Child Guidance and Discipline Policy

The Holyrood After School Care Society believes in guiding children to make healthy choices. Part of this includes following a child guidance and discipline policy. It is important to help children learn self-control and to feel good about themselves by setting boundaries and expectations. Staff will encourage children to interact with each other positively and respectfully.

The employees at The Holyrood After School Care Society are committed to recognize children when they demonstrate positive behaviours. We focus on the following steps to achieve this goal:

1. Praise
2. Leadership opportunities

We understand that on occasion children will display inappropriate behaviours. At H.A.S.C.S. we use several strategies to deal with these behaviours. We also understand that each child is different therefore, are committed to modify our strategies to meet the needs of every child.

**1. Focusing on the behaviour, not the child**

Calling attention to inappropriate behaviour lets children know that their actions are not acceptable, but the child is still cared for. All children deserve love and respect, even when they misbehave. Letting children know we do not approve of inappropriate behaviour although we do approve and care for them is extremely important.

**2. Having a clear set of rules and routines**

Rules that are fair and consistently enforced, along with familiar routines, help children know what to expect and know their limits. Children are included when making rules to fully understand the reasons for each rule enforced. These rules are posted in the centre.

**3. Consistency**

Each employee must know the rules of the centre. It is important that the entire staff team follows the same guidelines and limits and sticks to them.

**4. Focusing on the positive**

Always reminding children what is expected of them by using gentle reminders about positive behaviours they display.

**5. Allow children to make acceptable choices**

Provide children with opportunities to accept consequences for his / her behaviours by giving the child a list of choices.

**6. Allow children to experience logical consequences**

Remind children of limits and expectations in positive ways. When children misbehave it must be dealt with quickly in a firm and assertive manner. We use quiet time if the child has to regain control of their emotions.

**7. Ignoring when appropriate**

Sometimes children misbehave to get attention. It is important to recognize this and not give the child any feedback for the behaviour.

**8. Interrupt or stop behaviour that is harmful or unfair**

Use assertive intervention to stop harmful behaviour. This may include physically removing a child from the situation to protect the child, another child or an employee.

**9. Unconditional positive regard**

**10. Team approach**

Employees who have developed excellent discipline strategies with children should write down their positive disciplinary techniques to share with others.

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In most instances children learn from their mistakes. However, in the event the child continues to display inappropriate behaviors we analyze the situation and categorize the behaviour into one of two categories:

### Minor Misconducts

Minor Misconducts are expected to occur from time to time. It is the H.A.S.C.S. employees' responsibility to follow the above strategies to deal with minor misconducts and record any incidents that have occurred. Once the report is shared with parents /guardians they are to be filed in the child's file for future reference. The following are examples of minor misconducts:

1. Running in the centre
2. Leaving the room without informing a child care employee
3. Excessive noise while inside
4. Running away from the group or child care providers during excursions
5. Refusing to clean up or walking away from a mess a child has made in the centre

### Major Misconducts

Major Misconducts rarely occur however; in the event it does it is taken seriously because it impacts the safety of everyone in the centre. The following are examples of major misconducts:

1. Bullying other children
2. Hitting, biting, scratching, pinching, punching and pushing
3. Throwing objects that could potentially harm others
4. Swearing or using inappropriate language
5. Stealing other children's or the centre's belongings
6. Ethnic or gender slurs
7. Behaviours that distract or ruin group activities
8. Graffiti and property or equipment damage
9. Smoking, drugs or alcohol

In the event a child has displayed any of the above behaviours parents are expected to work in a close partnership with H.A.S.C.S. employees. If a parent/guardian refuses to work with the staff team childcare is terminated immediately.

### Step One for Major Misconducts

- A meeting is held between parents/guardians, Program Supervisor and another employee
- A plan must be made and implemented to resolve the problem
- During implementation of this plan parents and the Program Supervisor must meet weekly to discuss progress or any ongoing issues

### Step Two for Major Misconducts

- A meeting is held between parents/guardians, Program Supervisor and Executive Director to discuss alternate measures. This may include a loss of privileges such as computer time, gym time, special events or field trips
- Seeking outside help from agencies such as Glenrose and Community Options will be a joint effort by the parents and the Executive Director
- During implementation and resource searching parents and the Executive Director are to meet weekly and speak daily via e-mail or phone to discuss progress

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### Step Three for Major Misconducts

- A meeting between parents/guardians, Program Supervisor, Executive Director and/or a board representative
- This step includes a behaviour contract that must be signed by all involved including the child
- Up to one week of suspension of child care

### Final Step for Major Misconducts

- One month's written notice of termination of child care at the Holyrood After School Care Society
- Please note that if a child displays behaviour that could potentially harm another child, staff member or parent/guardian we have the right to terminate care immediately with no written warning. The family will be asked to leave the centre immediately.

### We also must ensure that the Alberta Regulation 143/2008 is met with respect to Child discipline whereby:

Schedule 4, Subsection 3(1) A licence holder must ensure that

(a) child discipline methods utilized in the program are communicated to parents, staff and children, and

(b) any child disciplinary action taken is reasonable in the circumstances.

(2) A licence holder must not, with respect to a child in the program,

(a) inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,

(b) deny or threaten to deny any basic necessity, or

(c) use or permit the use of any form of physical restraint, confinement or isolation.

I have read and understand The Holyrood After School Care Society's Child Guidance and Discipline Policy.

Parent/Guardian Name: \_\_\_\_\_  
(Please Print Clearly)

Parent/Guardian Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print Clearly)

Executive Director Name: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_