



Guidance /Discipline Policy

A. Discipline/Guidance Policy

Junior Bears strives to help each child learn and use appropriate behavior. A safe and nurturing environment where teachers and staff model appropriate behaviors and where a child is respected as an individual enhances each child's well-being. Positive redirection is used to help guide your child's behavior. However, if we feel that a child's behavior is potentially harmful to themselves or other children we will remove the child from the classroom into the office for a "cool-off/reflection" time. Efforts will be made to work cooperatively with the parent/guardian of the child to help the child learn how certain behaviors are inappropriate. In situations when the child's behavior disrupts the normal functioning of a classroom to the extent that needs one-on-one supervision at all times, such as hurting other children or staff, the child will be withdrawn from that program and potentially disenrolled from Junior Bears.

B. Termination of Enrollment Contract and Disenrollment Policy

The Enrollment Contract may be terminated without cause by either party by submitting written notice at least two (2) weeks in advance of the date of disenrollment of the child. All amounts due and owing to Junior Bears as of the date of disenrollment must be paid. Junior Bears may terminate the Enrollment Contract and disenroll the child effective immediately, for behavior deemed "Unacceptable Behavior". The parties agree and acknowledge that "Unacceptable Behavior" is determined solely by Junior Bears and includes the acts, but does not exclude similar acts not listed, for which Junior Bears will not tolerate in any instance, such as:

1. Not following rules, regulations, protocols, policies or procedures in-effect at Junior Bears.
2. Failure to pay fees on time.
3. Lack of parental cooperation.
4. Disrupting the class to the extent that the child requires constant one-on-one interaction.
5. Causing a hazard to other children and adults, as well as to him/herself.
6. Causing unsafe conditions and unsafe interactions with children and adults.
7. Destruction of the environment at Junior Bears.
8. Failure to provide the child's immunization record and the physician report.



9. Failure to sign all enrollments documents.
10. Verbal or physical abuse or threat by a parent or any person associated with the child and/or parent.
11. Junior Bears makes the determination that the child is emotionally or socially unprepared to handle enrollment at Junior Bears.
12. Junior Bears make the determined that the child cannot effectively benefit in environment or programs at Junior Bears.

C. Biting Policy

Biting is not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a child care, we understand that biting, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues, while maintaining that this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parents/guardians of any children involved be contacted. Identity of the children involved in a biting incident are not disclosed.

When Biting Does Occur: Our staff strongly disapproves of biting. The duty of Junior Bears staff is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite area. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The injury is recorded and documented.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Incident Report" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.



When biting becomes excessive:

1. If a child inflicts 3 bites in a span of 5 days, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child continues to bite, inflicting additional 3 bites in a span of 5 days, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 school days.
3. Upon returning from a 2 day suspension, if a child again continues bite, inflicting additional 3 bites in a span of another 5 days, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from Junior Bears for the remainder of the day.