



## FUNTASTICS KIDS CLUB

404 N. River Street

316-789-8721

Mon-Fri 7:15am-5:30pm



# DISCIPLINE POLICY

The goal of effective discipline is to foster safe, acceptable and appropriate behavior in the child. The goal is to first protect the child from danger and then to help the child learn self-discipline, to develop a healthy conscience and internal sense of responsibility and control. It should also instill values. Harsh discipline tactics such as humiliation, verbal abuse, shouting or name calling, will not be tolerated at Funtastics or on our property by any staff member, guardian or parent.

Disciplining children is one of the most important yet difficult responsibilities of our staff and there can be no short cuts. The foundation of effective discipline is respect. Each child needs to be able to respect a care giver's authority and the rights of other children at Kids Club. In order to have effective discipline, our discipline policy is applied with mutual respect in a firm, fair, reasonable and consistent manor.

We use three forms of discipline at Funtastics:

### 1. **Redirection**

With this technique, the caregiver suggests or physically gives the child a different task or toy to stop the undesirable behavior. The child may need to be redirected to a different play center or activity by the caregiver. This technique is used first and foremost by our staff with all ages of children.

### 2. **Reasoning or away-from-the-moment discussions**

Discipline involves teaching positive behavior as well as changing unwanted behavior. That is, children need to know what to do as well as what not to do. In general, it is more effective to anticipate and prevent undesirable behavior than to punish it. "Away from the moment" refers to dealing with the difficult behavior not in the heat of the moment, but rather in advance or away from the actual misbehavior. An away-from-the-moment discussion can help prevent undesirable behavior by giving the caregiver the opportunity to teach children the desirable behavior in advance (*e.g. the children will have a "reading time" and the care giver explains the need to be careful and respectful with the books so everyone can enjoy them*).

### 3. **Time-Outs**

At Funtastics we feel that Time-outs are one of the most effective disciplinary techniques available to caregivers. The time out strategy is effective because it keeps the child from receiving any attention that could reinforce the negative behavior. Like any other procedure, time-out must be used correctly to be effective. It must be used unemotionally and consistently every time the child misbehaves.

Time Outs will be implemented as follows:

- a. The child will be placed in a chair in view of the rest of the group.
- b. The Time-Out lasts one minute for each year the child is old.
- c. The child will be notified of the time out including a brief description of the misbehavior.
- d. While the child is on time-out they will not be included in any group activities.
- e. The caregiver is the time keeper.
- f. When time out is over, the time-out is no longer discussed. A new activity may be offered or inclusion in the group activity and move on.

## **Guidance and Behavior Policy**

Funtastics Kids Club's philosophy and practices with regard to guidance and discipline are always based on a positive, non-punitive approach.

Behavior management is a process by which children develop socially acceptable and appropriate behavior patterns. Each child is unique. We train our staff to recognize and understand their differences and offer help and guidance that is to the best of the staff's ability, in an effective and appropriate for each child. Attention is given to the child's developmental level and prevention strategies are used prior to any undesirable incident occurring.

In cases where 'discipline' is needed, staff will acknowledge feelings, set limits, and offer appropriate choices and use natural and logical consequences. It will be a positive learning experience with reinforcement of acceptable behavior being the emphasis.

### **Behavior Management**

- If the misbehavior is minor, the child is given a gentle reminder and is asked to perform the appropriate action or is redirected to another area of play, as it is described in our disciplinary policy.
- If, however, the misbehavior is more significant, the following behavioral management action will be taken:
  1. The child is removed from the situation and will be sent to the Director's office, where the Director will discuss the misbehavior with the child.
  2. The Director will then discuss with the staff member why the removal from the activity was necessary.
  3. Depending on the regularity of the misbehavior, privilege loss may be used as a management tool. For example: the child may lose time from swimming, free time or other group activity.
  4. A report will be written about the incident and will then be discussed with with the parent.

During all incidents, the age and development level of the child will be considered, along with any additional events which may be impacting the child (e.g., new baby in home, parent traveling, etc.).

In the event that Funtastics Kids Club should ever find it necessary to end a contract agreement, the parent will be given a two week written notice. However, the Funtastics Daycare reserves the right to terminate an agreement without notice, for the following reasons:

- Child's behavior is destructive, uncontrollable, violent or threatening to the safety of other children or daycare staff.
- Parents' behavior is disrespectful or threatening to the safety of the children or daycare staff.

*I understand and give authority for Funtastics to implement their Discipline Policy as it pertains to me, my child who is enrolled in Kids Club, and to others in my family that have direct or indirect contact with my child/children while in the care of Funtastics.*

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

\_\_\_\_\_  
Date