

## Tri-County Head Start/Early Head Start

### Head Start/Early Head Start Disciplinary Policies

The use of corporal punishment and isolation as disciplinary measures in Head Start/Early Head Start are forbidden. This includes, but is not limited to spanking, slapping, and pulling of hair, etc. Children are not subject to discipline which is severe, humiliating, or frightening. Food, rest time or toileting habits are not to be associated with discipline.

We use positive guidance techniques to redirect unacceptable behavior. Children can gain self-esteem, learn self-respect, and increase self-control when childcare staff give positive guidance techniques. An explanation is given to the child why his/her behavior is unacceptable. To carry out child discipline and to ensure that age appropriate, constructive practices are used, we follow these minimum standards.

Behaviors	Examples of ways to handle behavior
Using swear words	Ignore if seldom heard. If used often, indicate that we do not use those words here. There are other words that tell us how we feel.
Disturbing group time	Improve group time to hold the child's interest. Give a child something to hold or to do. Give the child attention at other times so that is not as needed at group time.
Disturbing others	I will not let you knock down Tom's blocks.
Hitting others	Hitting hurts. I will not let you hit. You may tell the other child that she made you angry. Redirect to pounding clay.
Spitting	Spitting should only be done in the toilet. There are many germs in spit, and I will not let you spit on anyone.
Biting	Biting hurts. We must take care of the place where you bit John. I will wash it and put a bandage on it. You may bite a carrot, but you may not bite other children or teachers. The teacher tries to prevent biting by close supervision of "biters".

Positive guidance approaches will be used appropriately to discipline children. The teaching staff will establish guidelines for children's behavior that encourage self-control and that are simple, reasonable, and consistent. The staff will give children real choices and accept the choices made by the child. The teaching staff will use firm and friendly techniques, such as reminding and persuading, when rules are forgotten or not followed. **If time-out is used**, then the time will last one minute for every year old the child is, and no longer. Time-out can be used as a **last measure** to get the child to conform to the classroom rule. If time out is necessary on the playground, the staff must remain with the child for the duration of the time out and staff must continue interacting and communicating with the child, until the time out is over.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Center

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

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date