

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part:** 1302 Program Operations  
**Subpart:** D- Health Program Services  
**Section:** 1302.45 Child Mental Health and Social & Emotional Well Being  
**Subject:** Child Discipline-Time Out

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**Policy**

The administration of discipline will be conducted in a professional, safe, and respectful manner.

**Procedure**

1. Time out is the only acceptable discipline method that is used and only used in extreme situations (see Policy on Behavior Management Support and Discipline).
2. Time out will be one (1) minute per age. (3 years = 3 minutes)
3. Time out will be conducted in an area where the child is near peers and visible to staff.
4. Child will not be placed directly in a corner.
5. Child will face the classroom to allow the child to observe class activity.
6. Staff will not discipline in a manner that is frightening, humiliating, or associated with food, rest, or toileting.
7. Spanking or any other form of physical punishment is strictly prohibited by all staff.
8. Flicking, pinching, or thumping a child will be considered a form of physical discipline.
9. Staff and parents will share positive approaches to discipline.
10. Staff will identify parents who use other approaches to discipline and discuss with them appropriate responses to behavior.
11. Offenses of child discipline measures constitutes a written warning and up to and possibly immediate termination of employment.
12. One written discipline warning of child safety or inappropriate discipline, that is considered too harsh or severe, may constitute immediate termination of employment with Tri-County Head Start/Early Head Start.