



**Special Notes and Action Required:**

Center staff must be trained on appropriate forms of discipline. The center is encouraged to complete PBIS (Positive Behavior Interventions & Supports Training) or other trainings on positive forms of discipline. This training and others can be found at the following website: <https://ccmis.dhs.state.ia.us/trainingregistry/>

The director must review the center's discipline policy with each staff member:

**"DISCIPLINE POLICY**

All staff members contribute to Little Eagles Nest Learning Center’s friendly, inviting environment. We set the tone through our actions and attitudes. When minor misbehavior occurs, staff views the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences. We consistently teach students expectations for responsible behavior in every school environment by relating student actions to our guidelines for success:

- |                    |                                |
|--------------------|--------------------------------|
| Be Responsible     | Show Respect                   |
| *Follow directions | *Be polite                     |
| *Use self-control  | *Use manners                   |
| *Be honest         | *Accept individual differences |
| Help the Rest      | Do Your Best                   |
| *Cooperate         | *Always try                    |
| *Share             |                                |
| *Care              |                                |

The goal of discipline and guidance is not only to eliminate inappropriate behavior but also to encourage appropriate behavior by using positive guidance, redirection and setting clear-cut limits. Discipline practices should be a logical consequence to the action of the child. The practices should be consistent and appropriate to the age and circumstances of the child. Teachers will use a variety of discipline practices. Example: Throwing books ruin the book and may hurt someone. If you throw the book again you will not be allowed to read books the rest of the day. If it is necessary to use a time out it is one minute for number of years old the child is. Example: A four-year-old child would receive four minutes of time out.

All staff members at Little Eagles Nest Learning Center follow the guidelines outlined in the Iowa Department of Human Services Day Care Center Standards and Procedures (section 109.12 Discipline). They read as follows:

- 1) No shaking, spanking, or slapping will occur.
- 2) No punishment that humiliates or frightens a child will be made to a child.
- 3) No threats, verbal abuse, or derogatory comments will be made to a child.
- 4) Punishment is never used in association with a child’s illness or toilet training.
- 5) A child can never be deprived of food or rest as punishment.

Intentional property damage is a serious matter. Any cost for repair or replacement for damage done to the building, furniture, or toys will be billed to the child and their parents.

Good communication between the Center and the family is vital. If problems do arise, every effort will be made to resolve them. Incidents of aggressive behavior toward other children or staff will be reported to families. If incidents continue, a conference will be held with childcare staff, director/principal, and family. The Center however cannot serve children who display chronic disruptive behavior or behavior that inflicts physical or emotional harm on other children or staff. The Center reserves the right to ask the parents to find alternative care for their child."

The board and director must review their discipline procedures and ensure that if staff do not follow the procedures that actions are taken to ensure the safety of children.

**Consultant's Signature:**

**Date:**

10/31/2014

