



## Enhanced Discipline & Behavior Policy

Our center will teach effective management of children with challenging behaviors. Additional resources will be applied to ensure those challenges will be met.

Our center will engage techniques for de-escalating stressful situations. We will ensure we offer an appropriate response and alternatives for children who exhibit acting-out behaviors. Each response will be met with a consistent, caring adult, focused on the positive, to teach children. Examples of such techniques are being a role model, talking with the children about classroom rules and speaking to them on their level. Other appropriate responses could be; "...when you calm down, we can talk about your feelings..." and listening to the child, respecting their feelings and being calm.

Our center has an open-door policy on concerns staff members have about a co-worker or administrator regarding their work environment. Those concerns can be expressed in a private e-mail to the owner ([Michael@WakeForestKidsRKids.com](mailto:Michael@WakeForestKidsRKids.com)) or at the request of a private meeting with the owner without fear of reprisal.

Our center has a procedure in place that requires **ALL** staff members to report any issue of concern regarding child discipline, care, injury (including minor scratches) all the way up to reporting allegations of child abuse and neglect. All staff members are required to report any of the before mentioned issues to the owner/administrator immediately, as well as the DCD (919) 527-6500 or Child Protective Services (919) 527-6335.

Any staff member not in compliance with our policies will be subject to written disciplinary action, but not limited to immediate termination if necessary.

Each staff member (teacher) will be observed quarterly by a center administrator. This observation will include a transition period within the class to ensure every member is adhering to our policies.

Our center will cover our Discipline and Behavior Management Policy in great detail with all new hires in their orientation. Furthermore, each staff meeting we will review our policies to ensure uniformity with this policy. Such reviews will be noted in the meeting minutes.