

# Kids' Company

## Pre-K and Kindergarten Behavior Management Policy

**Please read policy with your child. Both parent and child should sign and date this form. Thank you.**

- When a child misbehaves (does not listen, does not clean up when told to, calling names) they will receive a warning from the staff.
- When a child misbehaves a second time in one day, the child receives a 5 min. quiet time in a chair within the same room as the children.
- When a child misbehaves a third time in one day, a 10 min. time out will be given and the child is removed from the room and placed in an isolated area. The parent will be notified by phone of their child's behavior.
- When a child misbehaves a fourth time in one day, a call is made to the parent to come and pick up his/her child from the program immediately. The child is suspended for the remainder of that day, plus one more contracted day.

After the time out, the staff will talk to the child, explain why he/she is sitting out, and suggest what the child could do to avoid further time outs.

### Phone Calls

- If two calls are made within a two week period, the child will be suspended from the program for 1 day.
- If there are four total calls made within a three week period, the child will be suspended from the program for 1 week.
- If six or more total calls are made to the parent within a three week period, the child will be suspended from the program for a minimum of one year from date of incident. Please see 4th incident under Kicking and Hitting policy for re-enrollment criteria.

### Physical Incident (kicking, hitting or other)

**1<sup>st</sup>-3<sup>rd</sup> Incident:** When a child kicks or hits (whether contact is made or not) another child or staff person a call is made to the parent immediately. That child is then placed in an isolated area for 10 minutes.

**4th Incident:** Meeting with Educational Supervisor, Parent, and child

**5th Incident:** When a child kicks or hits (whether contact is made or not) a second time, the parent is called immediately and the child will be dismissed from the program for the remainder of that day, plus one contracted day.

**6th Incident:** Meeting with Educational Supervisor, Parent, and child

**7th Incident:** When a child kicks or hits (whether contact is made or not) a second time, the parent is called immediately and the child will be dismissed from the program for the remainder of that day, plus two contracted day.

**8th Incident:** Meeting with Educational Supervisor, Parent, and child

**9th Incident:** When a child kicks or hits (whether contact is made or not) a third time, the parent is called immediately and the child will be suspended for five contracted days from the program.

**10th Incident:** Meeting with Educational Supervisor, Parent, and child

**11<sup>th</sup>+ Incident:** When a child kicks or hits (whether contact is made or not) a third time, the parent is called immediately and the child will be suspended for ten contracted days from the program.

**15th Incident:** Meeting with Educational Supervisor, Parent, and child

## Leaving the Premises

If your child leaves Kids' Company location without permission the staff will make every effort to locate the child without neglecting the children at the site. If the child is not located the parent will be called. If the parent can not be contacted the staff will contact the people on the emergency card. The Police Department will also be contacted. Due to the seriousness of the situation the child will be:

- 1st Incident: Immediate pick up and suspended for one day.
- 2nd Incident Suspended for five contracted days.
- 3rd Incident: Suspended from the program for a minimum of one year from date of incident. Please see 5th incident under Kicking and Hitting policy for re-enrollment criteria.

If a behavior falls outside the time out policy, or based on the seriousness of the behavior, a decision about the consequence will be reached by the Educational Supervisor, in consultation with staff and the Community Education Director. ***Kids' Company reserves the right to skip incidents, from their chronological order, if the behavior warrants.***

***Physical incidents expire off your child's record after 6 months.***

Payment must still be made when the child is suspended.

It is the policy of Kids' Company to maintain an environment that is free from religious, racial or sexual harassment. Kids' Company adheres to the same policy as District #110.

Child's Signature \_\_\_\_\_ Date \_\_\_\_\_

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