

SECURITY AND SAFETY

Safety of your child is of the utmost importance to us. Therefore, no child is allowed to open an outside door by himself at any time. It is your responsibility to be sure your child arrives safely to the Center and is left with one of the Staff Members. No child shall ever be left alone. In the same respect, when your child leaves the Center, please be certain a Staff Member acknowledges your departure. Each child will be signed in and out each day. The Center is equipped with a security lock on the door leading from the vestibule to the Main Center. An access code must be used to open the door. Upon enrollment, you will be given the access code. The access code will change periodically to ensure safety and security.

DISCIPLINE:

We believe in a positive approach to behavior. This includes praising appropriate behavior, an accepting atmosphere, calm and firm handling of conflict, familiar routines consistency and supportive supervision. We believe discipline is a taught skill and discipline will always be a learning process at Rattles to Reading Child Care Inc. Discipline will be geared toward teaching a child acceptable behavior while preserving their self-esteem.

Simple rules are established, which are age-appropriate for each class room and these rules will be posted in each classroom.

When discipline measures are necessary, the initial step would be for a Staff Member to talk to the child and make him/her aware of the inappropriate behavior. The child will be asked to please not continue the behavior or he/she will be removed from the group to “time out”. If the inappropriate behavior continues, the child would then be removed from the situation and placed in “time out”, which is a chair placed away from the other children, but still in full view of the Teacher so he/she can sit and observe children who are playing properly. This may last from 3-5 minutes, depending on the age of the child. After that time, the Staff will once again talk to the child about his behavior and he will be allowed to rejoin the group. Parental cooperation is essential to maintain consistency in discipline procedures. Should continued or unusual behavior problems occur, parents will be notified and alternate plans will be discussed.

Under no circumstances shall a child sustain physical harm and no physical restrains will be used to confine a child other than to maintain a safe environment. No child shall be subjected to profane language, threats or derogatory remarks. Techniques of discipline shall not humiliate shame or frighten a child.

Behavior which will not be tolerated includes hitting other children or Staff Members, spitting, foul language and constant disruption of the class room. The following disciplinary measures will occur in these situations:

- The first time the parent will be verbally informed.
- The second time the parent will be given a written notice, a copy of which is to be signed and kept on file at the Center.
- The third time the parent will be asked to seek child care services elsewhere.