

## **Preschool Behavior Policy: Ensuring Safety for All Children**

### **Introduction**

The safety and well-being of all children in our preschool is our top priority. This Behavior Policy aims to create a safe, supportive, and nurturing environment where each child can thrive and feel secure. We believe that clear expectations and consistent practices are essential in promoting positive behavior and ensuring everyone's safety. Our school is proud to offer a comprehensive pre-k through kinder program. The following information is intended to clarify our school's expectations to help your child be successful in our program.

### **General Principles**

- **Respect and Kindness:** Interactions should be characterized by respect and kindness towards others. Children will be encouraged to express themselves appropriately and interact positively with peers and adults.
- **Safe Environment:** Both physical and emotional safety are crucial. The environment should be free from hazards, and children will be guided in managing their emotions and resolving conflicts constructively.
- **Consistency:** Consistent application of rules and expectations help children understand boundaries and feel secure. Teachers will consistently cover expectations and classroom rules throughout the school year.

### **Behavior Expectations**

- **Positive Interactions:** Children should use age-appropriate language, be respectful towards their teachers and peers, and be capable of participating in the program designed for their age level without individual assistance. Physical or verbal aggression and bullying of any kind are not tolerated.
- **Safety First:** Children enrolled in our program must be able to follow our safety procedures, such as using play equipment properly, staying within designated areas, and responding appropriately when an adult is giving instructions. (Example- able to come when their name is called to participate in a fire drill, etc. and not run away. This includes two-year-olds.)
- **Emotional Regulation:** Children should be encouraged to express their feelings verbally rather than through physical actions. Staff will provide guidance on how to manage and communicate emotions appropriately, but it is the parent's responsibility to lay the emotional regulation foundation for the child.

## Staff Responsibilities

- **Model Behavior:** Staff should model positive behavior and communication, demonstrating respect, patience, and empathy in all interactions. Parents are responsible for teaching appropriate behavior at home. Teachers reinforce expectations and behavior at school.
- **Supervision:** Staff will always maintain active supervision to ensure the safety and well-being of all children.
- **Conflict Resolution:** Staff will intervene in conflicts to mediate and guide children towards resolving disagreements peacefully. Staff will model and role-play conflict resolution with children to help them develop those skills as necessary.
- **Training:** Staff will receive regular training on behavior management, child development, and safety protocols. Staff complete a minimum of twenty-four continuing education hours a year.

## Guidance and Discipline

- **Positive Reinforcement:** Praise and classroom rewards will be used to reinforce positive behavior and encourage desirable actions.
- **Redirection:** Children will be redirected to more appropriate activities if their behavior is unsafe or disruptive.
- **Time-Out:** If necessary, and after other interventions have been attempted, a brief time-out may be used.

Time-out can be a useful disciplinary tool for preschoolers when implemented correctly. It is designed to help children calm down and reflect on their behavior in a safe space when appropriate. ECC time-out protocol reflects the following:

**Purpose:** The goal is to help children understand the consequences of their actions and/or to provide them with a moment to reset emotionally.

**Duration:** A general rule is one minute of time-out for each year of the child's age. For example, a 4-year-old would have up to a maximum of a 4-minute time-out.

**Location:** Time-out is done with a teacher to help the child regulate. ECC does not use corners of a room to isolate/shame a child.

**Timing:** ECC teachers will use time-out for specific behaviors, such as hitting, yelling, or repeatedly not following instructions. Time-out is most effective when

used immediately after the behavior occurs and with clear communication from a teacher.

**Reintegration:** After the time-out, teachers will discuss the behavior and remind the child of the appropriate expectations and how to ask for help when needed.

### **Incident Reporting and Follow-Up**

- **Documentation:** All incidents involving safety concerns or significant behavioral issues that require office staff intervention will be documented on a parent notification form. The form includes details of the incident, actions taken, steps teachers will take in the classroom, and any follow-up. Parents will be asked to sign a parent notification form as needed. A copy of the form will be uploaded to the portal. Minor incidents will be documented through an ouch report and phone call if needed.
- **Communication:** Parents will be informed of any significant incidents or concerns regarding their child's behavior and safety. Open communication between staff and parents is essential for effective behavior management. The office staff and teachers are available for phone calls or conferences with parents at any time.
- **Review:** The Behavior Policy will be reviewed regularly and updated as necessary to ensure it continues to meet the needs of all children and complies with best practices and regulatory requirements.

### **Expulsion Due to Safety Reasons**

- **Criteria for Expulsion:** ECC reserves the right to terminate enrollment at any time without notice\*. Expulsion may be considered if a child's behavior poses a serious or ongoing threat to their own safety or the safety of others. This includes, but is not limited to:
  - Repeated or severe physical/verbal aggression (including self-harming behaviors).
  - Disruptive behavior or that cannot be managed with reasonable classroom accommodations or supervision.
  - Persistent refusal or inability to follow instructions or safety guidelines.
  - Requiring one-on-one supervision for safety reasons or behaviors.
  - Maturity level is not yet compatible with the preschool's environment.

**\*Please refer to the tuition section on page 6 for information about non-refundable tuition fees.**

- **Process:**

- Documentation: All incidents involving an obvious behavior pattern that does not pose a safety threat and leading to the consideration of expulsion will be documented.
- Meeting with Parents: If behaviors require a meeting with the child's parents or guardians, admin will schedule a time to discuss the ongoing issues, review possible solutions, and explore alternative options (if continued enrollment is considered a safe option). A phone call may take the place of a formal meeting if necessary.
- Final Decision: If safety concerns remain, the preschool administration will make the final decision regarding expulsion. This decision will be communicated to the parents in person or in writing, and a written follow up of the decision will be sent through the parent portal.

If you have any questions or concerns about this policy, please do not hesitate to reach out to the preschool administration. Thank you for your cooperation and support in maintaining a safe and nurturing environment for our children.

## **Preschool Enrollment Rules and Exclusions**

- **General Enrollment Rules**

- Eligibility Criteria: Children must meet the age and development requirements set by the preschool and be able to safely participate in the daily schedule.
- Application Process: Parents or guardians must complete the enrollment application form, providing all required documentation, including health records, emergency contact information, as well as any relevant special needs information. This information includes any parental concerns, developmental concerns, evaluations, therapies a child participates in or other information the school would need to ensure safety and participation in the program. Failure to disclose information that pertains to the care and safety of a child can result in unenrollment.
- Health and Safety Records: Up-to-date vaccinations and completed medical forms. Any specific medical or dietary needs should be disclosed prior to enrollment to discuss availability of proper accommodation.

- Behavioral Expectations: Parents or guardians should be aware of and agree to abide by the preschool's behavior policies and guidelines.
- Touring: New families will participate in a center tour and commit to read the school's policy handbook, procedures, and expectations. Enrollment is not guaranteed. Policies may change from year to year.

### **Enrollment Exclusions Due to Safety Concerns**

- **Behavioral Exclusions:** Enrollment may be denied or terminated *at any time* if a child's behavior poses a significant safety risk to themselves or others. This includes, but is not limited to:
  - Severe Aggression: Repeated or extreme physical aggression towards themselves, peers or staff. This includes but is not limited to biting and scratching, throwing objects, refusal to physically participate in the program or self-harm.
  - Dangerous Behavior: Actions that consistently endanger the safety of the child or others, such as running away, climbing fixtures/structures, refusal to respond to their name when called, banging head or other body parts on surfaces, refusing redirection from staff, requiring consistent one-on-one attention, physical intervention from staff that takes supervision focus off the class, or handling equipment improperly.
  - Non-Compliance with Safety Guidelines: Persistent refusal to follow safety rules despite repeated reminders and interventions.
  - A child does not yet have the needed skills or maturity to participate in the program in a safe manner. This includes an inability to follow instructions.
- **Medical and Health Concerns:** Enrollment may be restricted or denied if a child has medical or health conditions that cannot be managed safely within the preschool environment. This includes:
  - Infectious Diseases: Conditions that pose a risk of spreading to others and cannot be adequately managed.
  - Special Medical or Psychological Needs: Conditions requiring specialized medical interventions or accommodations that the preschool is unable to provide. The preschool does not have the available resources of a public institution to accommodate third-party services (therapists, etc.).

- **Process for Exclusions:**

- **Initial Review:** Concerns will be reviewed by the preschool administration and relevant staff. A meeting/phone call with the parents or guardians may be scheduled to discuss the concerns and explore potential solutions or referrals to other programs that might be better suited to the family's needs.
- **Decision:** After reviewing all information, the preschool administration will make a final decision regarding enrollment.

**\*Non-Refundable Fees:** All registration fees, supply fees, and tuition payments are non-refundable. Fees secure a place in the preschool, hire adequate staff and prepare the needed materials.

In cases where enrollment is denied or terminated due to safety concerns, as outlined above, all fees and payments made to the preschool will not be refunded.

**Acknowledgement of Policy:** By enrolling their child, parents or guardians acknowledge and agree to the non-refundability of fees and payments.

If a family chooses to withdraw a student for any reason, thirty days' written notice is required to avoid normal tuition drafting.

This policy ensures that the preschool can maintain its operational standards and provide a stable environment for all enrolled children.

## **Conclusion**

These enrollment rules and exclusions are designed to ensure that all children in our preschool have a safe and supportive learning environment. Our goal is to address safety concerns effectively while working collaboratively with families to find the best solutions.

For any questions or concerns regarding enrollment or safety issues, please contact the preschool administration. Thank you for your understanding and cooperation in maintaining a safe and nurturing environment for all children.