ST. JOSEPH ACADEMY

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I. Policy:

This policy outlines St. Joseph Academy's (SJA) procedure regarding appropriate child management techniques. The Department of Children and Families Services (DCF) requires child care staff to have a policy regarding Child Management Techniques (251.05(2) (a) 10:251.07(2)).

II. Procedure:

A. Prohibited Forms of Discipline: Listed below are forms of discipline that are prohibited at SJA. Using any form of discipline appearing on this list is grounds for disciplinary action, up to and including, immediate termination.

- Time-out period defined as removing the child from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior. Children must be redirected to another activity.
- Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following: spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about the child or the child's family.
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- Withholding or forcing meals, snacks or naps.
- Actions that are cruel, aversive, frightening or humiliating to the child.
- A child may not be punished for lapses in toilet training.

B. Guidance Strategies: It is important to have strategies to encourage appropriate behavior. Some strategies include:

- Child guidance will consist of positive redirection, setting clear limits designed to help children develop self-control, self-esteem, respect for the rights of others, and positive interactions with other children and adults.
- Organize the classroom in such a way that all children can be seen. For example, do not use large shelving that blocks the view of the children.
- Model appropriate behavior.
- When age appropriate, include the children in creating classroom rules. State the rules positively and post them for the children to see. If the children cannot read, use pictures with the words.
- Have more than one of popular items to avoid fight over toys.
- Make sure there are planned activities with a consistent routine. Boredom does cause behavioral issues.

- Plan for transitions.
- Provide the appropriate guidance and attention to the children at all times. For example, during free choice time, staff should be observing and interacting with the children. Staff should not be prepping activities or doing paperwork.
- Be prepared for the children and be flexible; if an activity is planned and the children are not interested, be ready with another activity.
- Involve parents in reinforcing appropriate behavior at school.

C. **Excessive Negative Behavior:** When a child is consistently displaying inappropriate behavior, staff need to be begin documenting the child's behavior (using the Child Behavior Incident Log) looking for external factors that may be contributing to the child's poor conduct. Some examples of external factors may be:

- The child likes his/her own personal space
- The child appears to be agitated when tired
- The child does not get along with certain children
- The child has communication deficiencies

If the log show there are certain factors contributing to the child's unwanted behavior, classroom staff then should take steps to improve these situations.

D. **Behavior Modification Actions:**

- Behavior log
- Discipline forms
- Parent conferences; communicate often with parents (drop off/pick-up times, phone calls, etc.)
- Outside specialists

E. **Involvement of an Outside Specialist:** If the behavior does not improve, SJA will ask the parent to consent to allow the child to be observed by an outside specialist. If the child is under three years of age, SJA will do a referral to the Birth to Three Program. If the child is three years or older, SJA will work with Child Find. Before any referral is made, the parent will need to complete a consent form. Consult with the direct supervisor regrading obtaining forms and arranging a family meeting.

Approved by: _____ Date 2/10/2026
President/CEO