

Behavior Policy AMENDMENT

3.1 BEHAVIOR MANAGEMENT

It is the policy of HFCC&DC to implement and maintain policies and procedures that ensure the guidance and discipline practices are constructive, educational in nature, and appropriate to each child's age and circumstances.

The behavior management plan for all children at HFCC&DC will ensure that staff members are aware of behavior issues relating to an individual child, while treating the behavior problem individually and in private. The behavior management is delegated to trained staff members who have an ongoing relationship with the child. A qualified, trained staff member is defined by the West Virginia Department of Health & Human Resources Licensing Regulations as a staff member who meets the requirements under the Department of Health & Human Resources Licensing rule for the position of executive director, assistant director, lead teacher, teacher, assistant teacher, or teaching assistant. The staff member will report to the director and the child's parent/guardian when it appears that a child is developing a pattern of unacceptable behavior.

At all times, staff members are responsible for providing guidance that is appropriate to each child's age, understanding, and circumstances. Staff members will teach by example, recognize and encourage acceptable behavior, make eye contact with the child and kneel or sit beside the child whenever possible when speaking to the child, supervise with kindness, understanding, and firmness. Staff members will define clear limits and set fair and consistent rules. It is our goal as quality care providers and early educators to help children develop self-control and to assume responsibility for their own actions. Staff members will guide children's activities in an orderly manner, prepare a child for the next activity a few minutes ahead of time, and allow for a brief transition time before beginning the new activity. We will help children avoid long waiting periods when they have nothing to do by ensuring that the environment includes materials and activities that hold their attention. Staff members will help a child feel successful at tasks and provide options if chosen tasks prove to be too difficult.

When a behavior problem arises, staff members will incorporate the following techniques:

- Redirect the child to alternative behavior or other activities.
- Encourage the child to control their own behavior, cooperate with others, and solve problems by talking things out.
- Speak so that the child understands that feelings are acceptable, but inappropriate behaviors and actions are not.
- Use appropriate time-out periods. It will not be used for over one minute for each year of a child's age up to a maximum of five minutes for a five year old child. Time-out may be used only for children over the age of three (3) years. It will be used by a qualified staff person familiar to the child. The staff person must explain to the child how time-out works before it is first used and be clear about the behavior that will result in time-out. The staff person will assume that time-out ends in a positive manner and helps the child explore other options that would have resulted in a different outcome.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Physical or verbal abuse of staff by a child or parent.
- Undue burden on our resources and finances for the child's accommodations for success and participation.
- Special needs of a child which cannot adequately meet with current staffing patterns

Behavioral problems not resolved through our behavioral management policy may also result in the discharge of a child. Because parents/guardians are involved from the beginning in the behavior management process, they will certainly be informed in advanced when the center requests the discharge of a child for behavioral reasons, except in cases of emergencies or investigations related to child abuse and neglect.

The child's behavior needs to show improvement within 4 weeks of implementing written plans or the parents will be need to find alternative care for their child.

My signature below indicates that I have read and understood this statement and have received a copy. I understand that Holy Family Child Care & Development Center, Inc. reserves the right to change, modify and/or delete any of the policies at any time.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date