



Milestones School of Achievement Discipline and Behavior Management Policy

At Milestones School of Achievement, we believe children should be “hugged first, then taught”. Therefore, our discipline policy and behavior management system will reflect that in each and every classroom.

Our teachers are trained to use various strategies to promote positive classroom behavior. These strategies include:

- Modeling appropriate behavior
- Setting up the environment to prevent behavior problems
- Utilizing good supervision techniques to “step in” when needed
- Interacting with the children and keeping them on task
- Providing various materials and activities to keep children busy and happy

Occasionally, children will have behavior issues, and our staff have strategies to get them back on track. These strategies include:

- Getting on the child’s level and talking with him/her about the problem
- Encouraging children to “use their words” to tell other children what they want instead of using physical action
- Removing a child from a frustrating situation and help them move on to another activity
- Using “Positive Reinforcement” to recognize those children doing the right thing
- “Time Out” is only used as a last resort and is reserved for major behavior issues, such as hitting or biting. During this time, the child is placed in a well supervised area and is asked to sit there and think about their behavior and how they could’ve handled the situation better. Time Out lasts for the number of minutes equal to the child’s age. Once the child is removed from Time Out, the teacher will talk with them about the situation and discuss better ways to handle it next time.
- If a child is having behavior issues that are more extreme and other methods of discipline are not working, he/she may be given a “Oh-No Report”. This note will tell the parent what the situation was and the front desk staff will give it to them at the end of the day. The parent will need to sign the report and it will remain in the child’s file at the front desk. Parents are always free to ask for a copy for their records.

Initial_____



- Children may also be brought up front to talk to the Administrator or owner, if they are having trouble in the classroom.
- For older children, we may have them call their parents to discuss an issue, if we think that will help the situation.
- If a particular child is having consistent behavior issues, a conference will be set up with the child's parents or guardians, and a time period will be set for improvement. We do our best to work together to solve behavior issues and give parents strategies to help them.
- At any time, if we feel that a child is having severe behavior problems, we have the right to remove that child from our program.

Each classroom environment is set up with systems to keep children on track and to avoid potential behavior issues. Some of these systems include:

- Name tags that attach to center signs, that children take with them from one activity area to another

This strategy and policy are in place to ensure your child has a positive experience each and every day at Milestones School of Achievement. Please feel free to see your child's teacher or the Director or Owners, if you need more information regarding our Policies. By initialing this policy, you are saying you have read and agree to our Discipline and Behavior Management Policy. Thank You!

Initial_____