



## Disciplinary Policy

### Disciplinary Steps

1. Time out
2. Sit in Director's office.
3. Call the parents to come and get child
4. Conference with parents, teacher and director
5. Possible termination

Time outs will be used, however, if the time-outs do not seem to be working and behavior continues then we will go to step 2. If sitting in the director's office does not seem to be working then and only then will we go to step 3. Steps 3 and 4 are only in extreme cases and we hope to not have to take steps 3 and 4, but if it becomes necessary we will. Step 5 of course is the final one. If we do not feel we are getting anywhere with the child or parent, we may have to terminate.

It is important to note: Children will **never** be spanked, shaken, frightened, hit, humiliated, or spoken to in any profane or abusive manner. Also, we will not try to modify a child's behavior using food, rest, or toilet training in any way. It is against the law and will not ever be permitted.