



**Berkley Charter Preschool  
Discipline Policy**

Discipline is the ongoing process of helping children to develop inner control and to assume responsibility for their own actions. We believe the best way to handle problems is to prevent them from happening in the first place. Therefore, the physical environment and the program for our preschool are set up so that as few problems will take place as possible. Mostly, the rooms and toys are arranged so children can handle things, children are not expected to perform beyond their abilities, and activities are age appropriate.

There are three situations in which more direct guidance may be needed:

- When a child is in danger of hurting himself/herself.
- When a child is about to hurt others.
- When a child is hurting equipment or the environment.

When physical or verbal hurtful behavior occurs:

- The teacher or aide will move toward the child and assess the situation.
- The teacher or aide will step in and stop hurtful behavior.
- The teacher or aide will set a limit or state a rule.
- The teacher or aide may redirect a child's behavior asking them to choose a different activity, guiding them toward a positive behavior.
- If necessary to help a child gain control, the teacher may remove them from the activity or group for a time to stop and think about the choices they made. The teacher will discuss the behavior with the child and help guide the child as to what choices would have been better.
- A teacher or aide will record daily behavior in the agenda.
- Behavior that is considered severe or continues after the above measures will warrant a phone call to the parents. In some instances, a parent-teacher conference will be scheduled to discuss the behavior.

The staff shall not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances. It is always imperative that home and school cooperate with mutual goals and procedures.

Although, discipline problems of children in preschool rarely warrant it, Berkley Charter reserves the right to exclude from the preschool program any child whose behavior seriously disrupts the program or who is a danger to him/herself or to others.

I've received the Berkley Parent Handbook & I agree to abide by the Berkley Charter Preschool Discipline Policies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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Print Child's Name