

LINCOLN LEARNING CENTER PRESCHOOL POLICIES FOR GUIDANCE & DISCIPLINE

PHILOSOPHY

The Lincoln Learning Center Preschool applies a caring, positive approach to discipline in the classroom. Rules are reviewed with children and teachers are willing to work with parents to develop behavior modification programs as necessary.

CODE OF CONDUCT

To ensure an enjoyable and safe program for all participants, the Park District has developed the following behavior code applicable to all District-wide programs. Participants must:

1. Show respect to all participants and staff.
2. Refrain from using inappropriate language.
3. Refrain from causing bodily harm.
4. Show respect to equipment, supplies and facilities.

CLASSROOM RULES

General rules for each preschool classroom have been developed to ensure a safe and enjoyable environment for our children.

Rules are posted and discussed at the beginning of each school year in a manner that is understandable for children. The following rules have been established and posted:

1. We sit quietly on the rug.
2. We wait for our friends at the table.
3. We share our toys.
4. We clean up our mess.
5. We take turns.

BEHAVIOR MANAGEMENT

When a child is uncooperative or misbehaves, the District's policy is to take the child aside and explain that what (s)he is doing is inappropriate. In extreme cases, the child is given a time out from the group and asked to sit quietly until (s)he settles down and is able to return to the activity. The time out is not more than 5 minutes. Should the system of behavior management used be deemed ineffective, parents will be notified and asked to be involved in the process.

When deemed necessary for the

benefit of the child, classroom environment and teacher, support may be requested from SEASPAR (South East Association for Special Parks and Recreation) to assist in developing a behavior modification plan more suitable for the child. Parents will be notified and asked to participate in any special arrangements made by the Park District.

DISMISSAL POLICY

Every attempt is made to meet each child's individual needs. However, if a child shows an inability to benefit from the Preschool program after all areas of guidance have been exhausted, or if a child's presence is detrimental to the classroom environment, the child will be withdrawn from the Preschool program. Upon withdrawal from the program, the Recreation Supervisor and Preschool staff will assist the child's parents with referrals to other agencies.

Please read the attached form, sign and return this acknowledgment of receipt to the Lincoln Center by August 3, 2012.

Thank you for your anticipated cooperation.

I HAVE READ AND UNDERSTAND THE PRESCHOOL GUIDANCE & DISCIPLINE POLICIES

Parent/Guardian Signature

Date

(Child's Name)

Child's classroom day/time of preschool (i.e. m/w/f 8:45 a.m.)