

# LEARNING EDGE CHILDCARE & PRESCHOOL

## CHILD CONDUCT POLICY/PROCEDURE

### PURPOSE:

To ensure that the environment at Learning Edge Childcare & Preschool is safe, respectful, and provides a model of proper behavior to all children within the care of Learning Edge. To ensure that unacceptable behavior is addressed in a timely, consistent, and fair manner.

### RESPONSIBILITY:

Owners  
Directors  
Assistant Directors  
All Employees

### POLICY:

All Learning Edge employees and other adults, including parents, are expected to be role models of appropriate behavior for the children within the care of Learning Edge.

All learning edge employees are expected to address instances when children demonstrate *inappropriate behavior*.

Parents with concerns regarding a child's behavior should contact a Director.

The definition of *inappropriate behavior* will vary based on a child's age and/or cognitive level, developmental ability/capability.

*Inappropriate behavior* may include:

- ✓ Aggressive, physical, or verbally threatening actions directed at another individual.
- ✓ Profane or abusive language (does not have to be directed at another individual).
- ✓ Refusal to comply with a teacher's request or instruction.
- ✓ Treating Learning Edge (or another individual's) property with a lack of respect.
- ✓ Disrespecting another child or a Learning Edge employee.
- ✓ Self-destructive behavior.
- ✓ Other behavior determined by a Learning Edge employee to be unacceptable.

Learning Edge employees who are uncertain whether a specific behavior should be considered inappropriate are expected to seek guidance from an Assistant Director, a Director, or an Owner of Learning Edge.

Corrective action will be initiated when a child demonstrates inappropriate behavior.

- ✓ The affected Learning Edge employee must document the inappropriate behavior on a *Learning Edge Occurrence Report*.
- ✓ After consulting with a Director or Owner, the affected Learning Edge employee must notify the child's parent that corrective action has been initiated. A copy of the *Occurrence Report* must be provided to the child's parent(s).
- ✓ If a child's inappropriate behavior continues, the affected Learning Edge employee must notify the Director.
- ✓ The Director is responsible for scheduling a meeting with the child's parent(s).
- ✓ If a child's inappropriate behavior continues after a parent meeting has been conducted, the Director is responsible for advising the parent(s) that a suspension (without credit) will be imposed if the child's behavior does not improve.
- ✓ If a child's inappropriate behavior continues after a suspension has been imposed, the Owners will be advised. The Owners are responsible for making a determination to permanently suspend a child from Learning Edge's facilities.
- ✓ The Owners have the discretion to invoke a suspension or termination at any point in time, based on the severity of a child or parent conduct/behavior issue.

If corrective action has been initiated for a child, the child will not be permitted to accompany his/her class on any trips outside Learning Edge's facility. With a Director's approval, a child may be permitted to go on outside field trips if the child's parent or other guardian serves as the child's individual chaperone on the trip.

Learning Edge will make a sincere effort to resolve a child's inappropriate behavior before making a decision to impose a permanent suspension from Learning Edge.

If a parent exhibits an unwillingness to cooperate in addressing his/her child's inappropriate behavior, or demonstrates inappropriate behavior, the Owners will review the circumstances and determine if a permanent suspension is appropriate.

The Owners and Directors of Learning Edge Childcare & Preschool have the responsibility and authority to determine the appropriate action to take in maintaining this policy/procedure, and in interpreting this policy/procedure.

APPROVED: *Learning Edge Childcare & Preschool* EFFECTIVE: 12/7/05



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**PARENT ACKNOWLEDGMENT**

I, \_\_\_\_\_, acknowledge that I have been given a copy of the Learning Edge Childcare & Preschool *Child Conduct* policy/procedure.

I agree to abide by the policy/procedure.

I understand that if corrective action is initiated to correct a behavior problem of my child, and the corrective action is unsuccessful, my child will be permanently suspended from Learning Edge Childcare & Preschool.

\_\_\_\_\_  
Signature of parent

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\_\_\_\_\_  
Signature of parent

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