Lighthouse Christian Academy
PreSchool Procedures/Steps for Discipline

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Procedures/Steps for Discipline

Every effort to maintain appropriate behavior of each child will be made by our staff. Our goal is to teach a child to make good choices for their own actions. However, should continuing problems occur that are disruptive to the normal classroom routine, or are abusive to the other children or staff of our center, it is the decision of the director to dismiss a child from the center. Each child's discipline will be based on the individual merit of the situation. Parents are strongly encouraged to work with the staff in correcting a child's behavior to allow the child to succeed in his/her classroom.

Steps of Action:

1. The teacher will handle the behavior in the classroom by speaking to the child individually, redirecting the child to appropriate behavior, taking away a privilege, or by placing the child in time out for a brief period of time.

2. Teacher may ask the office staff to come to the class to reiterate the rules with the child.

3. Child will be removed from the class and placed in time out in the office.

4. Parents will be notified in writing of behavioral problem. (i.e. "Blue Notes")

5. Parent will be contacted by telephone to speak with the child about his/her behavior. Parent may be asked to come to the center to speak with the child, or to come to the center and take the child home for a brief period of time, then bring the child back to the center for the remainder of the day. This is to show the unity between parents and the center on appropriate behavior.

6. Parent will be notified to remove the child from the center for the day.

7. Parent will be asked to withdraw the child from the center.

"I, the parent of _____, have read, understand, and fully agree to adhere to the policies of LCA PreSchool, for discipline procedures of my child while at the preschool."

_____   _____
Parent/guardian Signature   Date