

Discipline Policy & Procedure

Discipline problems will be handled in the following manner:

1. Verbal warning
2. Redirection - the child will be moved to another activity.
3. Time-out - the teacher will use time-out for the appropriate amount of time, then talk to the child about his/her feelings and actions. The parent will receive a note or phone call from the teacher and it will be noted in the child's file.
4. If there are repeated offenses or a major incident such as hitting, biting, spitting, inappropriate language, or a temper tantrum that can not be controlled, your child will be sent to the director's office. The director will call the parent and an incident report must be signed by the parent.
5. The second time the child is sent to the office, the parent will receive a call from the director to discuss appropriate action or to come and pick the child up early. The parent will be given another incident report to sign.
6. The third time the child is sent to the office, a conference will be set up between the teacher, the director, and the parent to discuss appropriate action or dismissal.

***These steps will be taken to maintain the integrity of the school and to protect the interest of all students and teachers. At no time will corporal punishment be used at Summit. I understand and agree to the discipline policy and procedures at Summit Baptist Church Weekday Preschool.

Parent Signature

Date