

Toddler Guidance/Discipline Procedures:

Gethsemane Lutheran School follows the Arizona Department of Health Services guideline standards regarding Discipline and Guidance. These are as follows:

- Individualized and consistent for each child
- Age appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which includes at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Models, teaches and encourages behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- A method of discipline that could cause harm to the health, safety, or welfare of a child;
- Corporal punishment;
- Discipline associated with:
Eating, napping, sleeping or toileting;
Medication, or;
Mechanical restraint; or
Discipline administered to any child by another child.

In addition to the Discipline and Guidance specified above by the AZ Department of Health Services, Gethsemane Lutheran School incorporates specific guidance methods with the children. Discipline will be guided by God's Word and administered in Christian love. The purpose of discipline is to help children cope with the challenges of daily living, interpret their world, learn social skills and encourage appropriate acceptable behavior. Each classroom has set clear, consistent and reasonable rules and limits to encourage appropriate behavior. If a child exhibits inappropriate behavior, the teacher will use one or more of the following guidance techniques:

Redirection: guiding a child into acceptable options when engaged in an unacceptable activity.

Restating Limits: boundaries or “limits” are developed by the teacher and restated when inappropriate behavior occurs.

Ignoring: ignoring some inappropriate behaviors, with more emphasis given to appropriate behavior.

Positive Reinforcement: using encouragement

Problem Solving: encouraging children to discuss with each other the problem they are having and possible solutions, and guiding them to choose an appropriate solution.

Modeling: demonstrating appropriate ways of interacting.

Providing choices: outlining appropriate choices and encouraging children to make decisions for themselves.

We communicate with parents so we can work together. Children need to learn about boundaries, what is safe and what is allowed. On occasion a child may need to be removed from a situation to help them settle down before moving onto another activity. Should a staff member identify a behavior pattern that needs modification, the child’s parents will be consulted. If a desired change doesn’t occur, Gethsemane Lutheran School reserves the right to terminate a student’s enrollment.

Illness Guidelines:

As required by the Arizona Department of Health “A center shall not permit a child to remain at the facility if a staff member determines that a child shows signs of illness or infestation”. If a child develops symptoms of illness or infestation while at school, office personnel shall immediately notify the child’s parent or guardian immediately to arrange prompt pick up of the child. In case of emergency, the staff will make every attempt to contact the parents to let them know of any illness or serious injury. We can then arrange with them the best course of action for the child. If for some reason we cannot contact the parents, we will then contact the individuals listed as our emergency contacts on the blue medical card.

A child exhibiting any of the following symptoms should not be brought to school.

- A fever of 100 degrees or more in the last 24 hours
- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Persistent coughing, earache, or an unexplained or undiagnosed rash
- Pink eye/conjunctivitis – pink to red, itchy eyes with a discharge from them in the morning.
- Head lice or nits.

If your child contracts a long-term illness or becomes exposed to a communicable disease, the school office should be notified as soon as possible.

Medication Policy:

Under the advisement of the Arizona Department of Health, Gethsemane Lutheran School adheres to the following medication policy:

- Gethsemane office staff administers prescription and non-prescription medication only.
- **All medication** must be in the original container and have the child's name and RX # displayed on it. A medical release form must be signed and completed in order for your child to receive the required medication.
- For non-prescription medication such as cough medicine, Tylenol, eye drops, etc it is required to be in the original pre-packaged container and labeled with the child's name. You must complete a signed medication release form prior to your child receiving the required medication.
- Gethsemane Lutheran School does not administer any prescription and non-prescription medication unless the child has taken it at least once under a 24 hour parental observation period.

Sign In/Sign Out Policies:

When signing your child in and out, it is required by the Arizona Department of Health that a full signature or a first initial and full last name be used. Using first and last name initials is not permitted. Every day a child attends Gethsemane Lutheran School he/she must be signed in and signed out by his/her parent, guardian or person authorized by the parent or guardian.

At all times a child must be escorted to and released in the direct presence of a teacher on duty. A child is never to walk alone to a classroom or playground.

Nutrition:

Each child will receive a healthy morning snack every morning. If your child has a specific food allergy please make sure to list it on the blue medical card and let his/her teacher know. We are prepared to provide an alternative snack food item to children with specific food allergies. We do not use peanut butter or peanuts in any snack foods.

Parent Participation:

We believe parents are the most significant adults in a child's life. Each teacher has a commitment to keep parents informed of classroom programs and extra activities. Developing methods to keep communication open is an important part of each staff members responsibility.

We have an open door policy and allow you to visit your child's classroom at any time of the day. Volunteers may be needed for special classroom activities such as field trips, bringing food for special occasions or just helping in the classroom. Teachers will provide information as needs arise.