

Guidance

To ensure that the Head Start experience is positive and pleasant for young children; spanking, striking, any other form of physical punishment, name-calling, or other punitive types of punishment will not be allowed from anyone. This includes staff, volunteers, substitutes, or parents in any of Head Start's classrooms, centers, on buses, field trips, or any other Head Start sponsored activity.

Unacceptable adult behaviors while working with children include:

- Use of any form of physical punishment (i.e. striking, kicking, hair pulling, pinching, biting, shoving, pushing, squeezing, shaking, or any other form which may appear too rough for the child).
- Withholding food as a form of punishment or using food as a reward.
- Isolating a child inappropriately (i.e. putting a child in a room and closing the door, leaving a child in the classroom unsupervised while he/she is being disciplined, ignoring a child for an extended period).
- Bind or tie a child to restrict child's movement.
- Tape a child's mouth.
- Children cannot be required to sit in their cubbies at any time including during transitions, waiting to go home, or at any other time.
- Withholding activities (i.e. outside time, etc.) as a form of punishment.
- Using activities as a bribe or threat.
- Using shame, ridicule, profanity, sarcastic language, threats, verbal abuse or derogatory remarks about the child and/or child's family.
- Humiliating a child or use any form of emotional abuse (i.e., rejecting, terrorizing, extended ignoring or corrupting a child).
- Yelling or harsh tone of voice.
- Putting a child in the corner.
- Never place a hand on a child's neck to physically redirect them.
- No "shushing" a child (does not include staff self-regulating).
- Use toilet learning/training methods that punish, demean or humiliate a child.
- Once a child has earned something, it should not be taken away.
- Use of timeout for infants & toddlers.
- Inappropriate or adult discussions in front of children.
- Discussion of a child's mistake, behaviors, or failures in front of others.
- Withholding any basic need from a child: tooth brushing, needed clothing, drinking water, toileting, and any cleaning or self-care.

KCI has a web based whistleblower system for staff to report concerns anonymously to the Executive Director and Human Resources Manager. Employees who wish to report a concern anonymously may use the whistleblower reporting form on the for staff page of the KCI website.

Staff must report concerns regarding others inability to follow KCI's code of conduct by either informing their direct supervisor or using the KCI website whistleblower system as soon as reasonably possible but must before they leave at the end of the day. If their supervisor is not available, they must report the concern to the appropriate manager.

Supervisors are required to inform the appropriate manager about any concerns brought to their attention regarding another person's failure or reluctance to abide by KCI's code of conduct as soon as reasonably possible but must before they leave at the end of the day. If their manager is not available, they must report the concern to another manager.

The use of positive guidance is the only form of discipline that will be used in the Head Start program. All staff, parents, volunteers, substitutes or other persons working with children will observe and assess each guidance situation individually and determine the technique which best suits the situation.

- *Guidance techniques which will be used are:*
 - **Positive reinforcement** of desirable behaviors.
 - **Redirection** of undesirable behaviors (helping the child to find a new activity, offering choices of other things the child can do).
 - **Ignoring** certain behaviors (i.e. whining, cursing, and interrupting).
 - **Logical and natural consequences.** (A child throws a block, they have to find a new area to play. A child is running in the classroom and they fall)
 - **Consistency** - follow through on what is said, no false threats.
 - **Time-out** is only used when all other efforts have been exhausted (Time-outs are never exclusionary and a maximum of three {3} minutes). Time-out is also used for acts of aggressive behavior whether provoked or unprovoked. Guidelines for timeouts are to be followed consistently outside.
 - **Physical redirection** of a child is only used when a child is hurting or endangering themselves, other children or adults and all other guidance techniques have failed. Staff will only physically redirect a child long enough to remove them from the area.
 - **Crisis intervention** for the child will not exceed gentle but firm physical guidance/direction, holding a child only long enough to get them to a safe place to calm down. Physical restraint is not to be used as a routine procedure, only if the child's safety is at stake, i.e. running out the door.

Everyone working with the children needs to remember to be sure that the child knows it is the **behavior, not the child** they do not care for.

- Rules will be established in each classroom which are:
 - Stated in positive words (i.e. you can walk in this area - NOT "no running").
 - Known by the children (easy for children to learn rules are more effective if children help develop them).
 - Age and developmentally appropriate.
 - Few (only a few rules are necessary).
 - Written and displayed with corresponding pictures of children in the classroom following the rules.
 - Expected of all children.
 - Consistent with KCI policies and procedures.
 - Translated into the child's primary language.
 - Center Directors will ensure rules are posted within the first month.
 - Reviewed at least weekly.

The above guidance policy has been reviewed with me and I agree to adhere to the conditions stated.

Print Name: _____ Signature: _____

Date: _____