



## **Disciplinary Procedures and Policies**

### **Sutherland Academy Montessori Preschool**

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding the behaviour of children and we will reinforce positive behaviour as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

#### **Our disciplinary procedures will consist of the following strategies:**

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behaviour for example, going to think in the reading corner or shadowing a teacher.
3. Communicating to children individually about their behaviours.
4. Making parents aware of disciplinary concerns (Incident Report).

**Disruptive Behaviour distracts from the full benefit of the preschool program and will result in consequences. The following behaviours are considered disruptive. If a child:**

- Requires constant attention from the staff.
- Inflicts physical or emotional harm on other children, adults, or themselves.
- Disrespects people, school environment and materials provided.
- Consistently disobeys the rules of the classroom.
- Verbally threatens other students and/or staff.
- Diverts the attention of other children during group activities.

#### **Discipline Procedures for disruptive behaviour:**

1. Disruptive behaviour will be addressed in the classroom using the abovementioned strategies.
2. Should the behaviour persist the parent will be notified either verbally or electronically.
3. On the fourth offense it will then be addressed in an incident report. A meeting will be held with the parent, class teacher and principle. The incident report will document any inappropriate behaviours that directly impact other children, staff members, or the group as a whole. It will also explain which strategies were implemented by staff members to address the behaviour in question. During the meeting the teacher/s, principle and the parent/s will discuss the incident report and the strategy to best assist the child, going forward.



4. If the child's behaviour continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool altogether.

Please note: Should you wish to discuss any grievances regarding disciplinary procedures, the conduct of a teacher, concerns regarding your child's behaviour or progress, etc. please contact your class teacher, or the principle to schedule a meeting. We have a "Two eyes policy", meaning two representatives of the school must be present for such discussions.

## Staff Responsibilities

- To care for the children unconditionally.
- Greet each child as they enter the classroom.
- Guide each child through the routine of the school.
- Console/Comfort any crying or upset children.
- Never leave children unattended in a classroom.
- Ensure all worksheets and activities are ready a day in advance.
- Toilet time must be supervised.
- Follow daily routines and work as a team.
- Never leave children unattended on the playground.
- To properly communicate school correspondence to the parents.
- Professional telephone manners.
- Greet visitors and parents, by name and treat them in a polite and courteous manner.
- Teachers may keep their phone on them for emergencies but not to be used for personal use during school hours.

## Health and Safety

- Teachers will provide adequate first aid treatment when needed. First aid training will be provided to staff members.
- Teachers will be recording any injuries or incidents that required treatment, and will communicate such injuries to the parent.
- Teachers will report any contagious illness to the principal and parents.
- Teachers will always be vigilant and safety conscious.
- If a child is ill they may not to be brought to school. Please refer to your parent handbook Medical section for more information.



- There will be cameras in the classrooms and common spaces for the safety of learners, teachers, and incident related purposes. In order to safeguard the privacy of our learners; parents and teachers will not have access to these cameras. Footage may be made available upon request, at the sole discretion of the owner and principle, when in relation to a serious incident.

## Prohibited

- No one is to discuss any confidential school information.
- Teachers do not discipline children by withholding food, hitting, degrading, threatening, or screaming.
- Do not violate any of the rules and regulations or policies that govern the school.
- Teachers do not make any decision regarding the care of a child without consulting the principal.
- In accordance with South African Law there will be no discrimination based on age, race, gender, religion or sexual orientation.

Children cannot become self-disciplined unless adults teach them right from wrong. At Sutherland Academy, children will be taught the expectations for correct behaviour and encouraged to live and act accordingly.

Note: This policy is subject to change from time to time, at the sole discretion of the Director and/or Principle.

I have read, understand, and agree with the Preschool Disciplinary Procedure and Policies.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_