



*The Learning Tree Academy*  
*Guidelines and Discipline Policy*  
*Ages 1-3*

The Learning Tree Academy students are expected to exhibit appropriate behavior at all times. In order to provide all children with a safe and enjoyable experience, the following guidelines have been developed. A caring and positive approach will be taken regarding discipline. Expectations for each age group/child will always be formed in reference to age specific developmental milestones and in accordance with age appropriate practices. LTA staff will encourage appropriate behavior through the use of positive reinforcement, firm statements and redirection of activity while remaining in compliance with Bright from the Start rules and regulations regarding discipline. Our goal is always to create an environment in which all children can succeed. We appreciate your help in teaching these important guidelines to your child.

Students will be expected to:

- Treat others with respect.
- Speak in a pleasant and respectful manner.
- Be safe! Always obey LTA rules and staff.
- Refrain from any behavior that is threatening to the child or others. (\*Physical violence of any form WILL NOT be tolerated)

Biting will be handled as follows:

- 1<sup>st</sup> bite child will be disciplined and redirected in the classroom and parent will be notified
- 2<sup>nd</sup> bite child will be removed and taken to the Supervisor or Director and parent will be notified
- 3<sup>rd</sup> bite parent will be called and child may be sent home.

\*While we recognize the challenges that come as toddlers pass through certain “stages” and learn appropriate interactions and responses, our primary objective is to keep all children safe. Though many proactive tools will be used to avoid the situation, a child who continues to bite may be removed from the center temporarily or permanently for safety purposes.

Listed below are the discipline procedures for students who are exhibiting unacceptable behavior.

- **Step 1:** Verbal Warning.
- **Step 2:** Note to parent listing inappropriate behavior and applied discipline strategy.
- **Step 3:** Conference with Director, Teacher, and Parent to discuss Problem Solving Log and plan of action for recurring inappropriate behavior.
- **Step 4:** Phone call to parent which may result in temporary suspension.

\*These policies and guidelines exist to correct problematic behaviors and create and maintain an environment that is safe and healthy for all. If the steps listed above do not result in corrected behavior, your child may be permanently suspended from The Learning Tree Academy.

I have read and discussed the Guidelines and Discipline Policy.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_