



The Learning Tree Academy
Guidelines and Discipline Policy
Ages 4-9

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 reinforce 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. LTA students must understand and follow the guidelines. Please review these guidelines with your child.

Students will be expected to:

- Treat others with respect.
- Talk in a pleasant manner. Foul language, putdowns and bullying will not be accepted.
- Be safe! Always obey LTA rules and staff.
- Treat all equipment and supplies with proper care and respect.
- Refrain from any behavior that is threatening to the child or others. (*Physical violence of any form WILL NOT be tolerated)
- Participate in all daily activities.
- Display trustworthiness and respect in order to attend field trips or participate in special activities.
- Respect the van and rules of the van.

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

- **Step 1:** Verbal Warning.
- **Step 2:** Note to parent listing offense 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.

Please review these rules with your child and return to LTA. The staff will review these rules with your child at the beginning of each week as well. Thank you in advance for your cooperation.

I have read and discussed the Guidelines and Discipline Policy with my child.

Child's Name _____ Child's Signature _____

Parent's Signature _____ Date _____