

## Discipline Policy

Written rules for all children shall be established and available to children, parents and staff. These rules shall set the limits of behavior required for the protection of the group and individuals. The rules shall:

- Pertain to important situations;
- Be understandable to children;
- Be stated in the positive form whenever possible; and
- Be enforceable.

Child care staff shall help individual children develop self-control and assume responsibility for their own actions. Imposing physical activity or withholding active play shall not be used on children as a form of discipline.

- Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.
- Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.
- Firm positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with infants and toddlers.
- Removal from the group to help a child gain control shall not exceed one minute per year of age.
- Removal from the group shall not be used for children less than 24 months of age.
- Children shall not be disciplined for toilet accidents. 6) The following behaviors are prohibited in all child care settings:
  - Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
  - Threatened or actual withdrawal of food, rest or use of the bathroom;
  - Abusive or profane language;
  - Any form of public or private humiliation, including threats of physical punishment; and
  - Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts.

Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affect the child, shall be aware of the plan and cooperate in its implementation.

Clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan.

## PARENT ACKNOWLEDGMENT FORM

I have received and read the Lucky Charms Daycare Center Discipline Policy. *(407.270 Guidance and Discipline of the IL daycare licensing standards)*

---

Parent/Guardian Signature

Date

---

Parent/Guardian Signature

Date

---

Center Director Signature

Date

OTC **Medication** Form  
(Over The Counter Medication Form)

Child's Name: \_\_\_\_\_

Date \_\_\_\_\_

I hereby give \_\_\_\_\_ permission to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container:

Tylenol\* more

Baby Wipes\*

Band-Aids

Neosporin, Bacitracin, or similar ointment  
 Bactine or similar first aid spray  
 Sunscreen\*

Insect Repellent\*

Baby Diaper Creams (Such as A & D, Desitin, Vaseline)\*

Powder\*

Baby Lotion\*

Other: (please specify) \_\_\_\_\_

Specify frequency and duration of use: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Note: If the instructions for administering the medication, cream, etc. are not printed on the container (such as with Tylenol for children under 2), then I need a form from the child's doctor indicating the appropriate dosage to be given.

I hereby request that \_\_\_\_\_ administer one or more of the above medications or external preparations in accordance with the directions on the container as needed. This consent is valid from today until January 2, 2027. I may withdraw this request at any time.

I release from any liability for administering these preparations.

Mother: \_\_\_\_\_ Date \_\_\_\_\_

Father: \_\_\_\_\_ Date \_\_\_\_\_ Dae

\* Denotes items to be supplied by parents if use is requested,