



RKP Corp. Administration Policies

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Child Guidance – Prevention

- Plan for positive outcomes
 - Offer age-appropriate programming, based on the interest of the child
 - Be organized and plan materials and equipment ahead of time to avoid unnecessary waiting
- Anticipate issues and be flexible
 - Pay close attention to children who tend to require more guidance and intervene before situations arise.
 - Plan and provide reminders before transitions
 - Children will always get time to try and finish the activity they're involved in or plan to finish it later.
 - Use proximity to help prevent situations from occurring
- Build positive emotional attachments and relationships.
- Be present, engaged and positive with the children.
- Project a cheerful, playful, professional attitude.
- Treat each child as an individual.
- Redirect children.
- Provide safe and nurturing environments.
- Develop clear expectations with and/ or for the children and be sure children are aware of those expectations.
- Promote risky play in the spirit of learning in a safe, controlled environment.
- Teach children about natural and logical consequences.
- Communicate clearly using words and phrases the child will understand
 - Use reminders
 - Acknowledge feelings
 - Communicate with children at their eye level
 - Allow children time to respond and finish speaking and listen to the children's words
- Recognize children through specific praise, compliments and encouragement.
- Role model behavior expectations.
- Recognize Educators own emotions and attitude and request help to implement Child Guidance, when needed.



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Child Guidance

- Offer safe choices mutually accepted by the educator and child
 - Include children in determining the choices, where possible
- Allow children personal space (time away)
 - If a child demonstrated the need for personal time to calm their mind or body, allow the opportunity to do so where they are comfortable while adhering to the supervision policy.
- Promote discussion, problem solving, and conflict resolution by allowing children to solve their own problems and intervening when required.
- Remind children of expectations.
- Follow through with consequences and set limits.
- Comfort children
 - Educators may use physical contact, with the child's permission, to calm children, when required. Educators will be sure a child want to be comforted by asking the child and/ or observing their body language.

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Families as Partners

Family involvement and insight into the behavior guidance process is strongly encouraged and welcomed. Ridge Kids Playcare Corp. Educators will provide regular feedback to families regarding their child's behavior, sharing both positive and challenging aspects. Ridge Kids Playcare Corp. requires Parents/ Guardians to meet with the Director and Educator(s) to discuss their child's behavior or conduct, if necessary.

Ridge Kids Playcare Corp. will support and incorporate guidance used at home if it falls within licensing and our policies and procedures. On a day-to-day basis, we require that Parents/ Guardians share any relevant information with Educators to better understand and care for the children. Information such as changes in the home, physical or emotional upsets, busy schedule, new experiences, custody concerns, etc. are important to share with Educators at drop-off.



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Guidelines for Addressing Severe Behaviors

Ridge Kids Playcare Corp. understands that *severe behaviors* will occur. Ridge Kids Playcare Corp. classifies *severe behavior* as:

- Severe defiance or disruption
- Verbal abuse to Educators and/ or other children, including profanity
- Destruction of personal or facility or other children's property
- Physical abuse to Educators or other children
- Leaving the program boundaries or group activities without permission
- Theft
- Bullying or antagonizing behavior

In the case that a child exhibits any of the *severe behaviors* noted above, and the Child Guidance Prevention strategies have been exhausted, the following steps will be taken.

1. The child will be redirected to the Calm Corner where they can engage in various media to assist with regulating their emotions and/or behavior. Other children may be removed from the space depending on the circumstances (i.e concerns for safety).
2. Educators will work with the child to assist them in calming their mind and body, so they can rejoin the group and follow expectations. This could include sitting with them or letting them have time to themselves to regulate.
3. Physical intervention and/or restraint will only occur if it is reasonable in the circumstances and all other strategies have been unsuccessful and/or if the child is at risk of hurting themselves or others. For example, an Educator would step between children who may hit each other or take an item from their hands. Once the child is ready to return to an activity or task, Educators will supportively reintroduce the child as they settle back into it. When appropriate, Educators will debrief with all the children and discuss their emotions.
4. In rare cases, Parents/Guardians may be contacted to pick their child up if they continue to put themselves or others at risk. For example, a child is unable to be reintroduced into the program after twenty (20) minutes of combined strategies or a child may be tipping chairs, tossing items, defiant or disturbing other programming, etc.



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Follow-up

- a. The Director of Ridge Kids Playcare Corp. will be immediately notified of the situation
- b. An Incident Report will be documented and shared with the family.
- c. Upon Parent/Guardian arrival, Educator will discuss the situation.
- d. Communication may need to be shared with other families in the program when a child's behavior may have impacted other children. No personal or confidential information is disclosed.
- e. Suspension may be issued depending on the severity of the situation, pending a collaborative meeting.
- f. The child can return to care once a meeting has been held with the Director and the family and strategies are in place to address the behavior(s) of concern.
- g. If the behavior(s) of concern continue and all established strategies fail to address the problem behavior(s), termination of care will occur.

Ridge Kids Playcare Corp. may modify these procedures pending the severity and nature of the incident.

Removal of Participants from Programs

If severe behaviors persist, Ridge Kids Playcare Corp. reserves the right to limit, deny, or suspend a child from the program when health and/or safety of the individual, other participants or staff are at risk.



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Allegation of Ridge Kids Playcare Corp. Child Care Educator Misconduct

The following practices by Educators, and/or volunteers are unacceptable and will incur an investigation and may result in disciplinary action, including termination. Additional practices to be avoided or never to be sanctioned are detailed in Ridge Kids Playcare Corp. Protection of Children and Vulnerable Persons policy. Families will be notified of any situations directly involving their child.

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- Inflict or cause to be inflicted and form of physical punishment, verbal or physical degradation, emotional deprivation.
 - Physical abuse is any form of child discipline the employs the non-accidental application of force or an agent on the child's body. It can include: striking (directly or with an object), shaking, pushing/ pulling, grabbing, spanking, choking, stabbing, shoving or burning a child (as defined by licensing).
 - Verbal or physical degradation may include any harsh, belittling, threatening or degrading response by an adult (Educator, parent/ guardian, volunteer) which humiliates or undermines a child's self-respect. It may also include inappropriate exposure sexual contact, activity or behavior; force feeding; exposure to profanity; or exposure to violence between parents or Educators including volunteers or other adults.
 - Mental or emotional degradation may include withholding appropriate affection, comfort or cognitive stimulation to a child.
- Correcting behavior by excessive repetition or movement (i.e running laps or doing push-ups as punishment).
- Deny or threaten to deny any necessity to a child such as food, shelter or personal liberty (i.e. not allowing a child to use the washroom when needed).
- Use or permit the use of any form of physical restraint, confinement or isolation.
- Demeaning and/ or demoralizing behavior such as humiliation, threats, intimidation, searing, yelling, sarcasm, discussion of a child or their family.
- Leaving children unattended or unsupervised.

If there is an allegation of Ridge Kids Playcare Corp. Educator/Volunteer misconduct the Educator/ Volunteer will be removed from the supervision of the children and documentation will be requested. The Director will be informed immediately. Further steps may include, but are not limited to:



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- Written documentation and interviews with the Educator/Volunteer/witness(s)
- Employment suspension
- Contacting families
- Contacting licensing
- Contacting Emergency Services/ Law enforcement
- Performance management and/ or termination of employment