



Andrews Memorial Readiness School
303 W. Elm Street
Graham, NC 27253
(336) 226-5201

FOR OFFICE USE ONLY:

Start _____

W/D _____

DISCIPLINARY CODE

Andrews Memorial Readiness School (AMRS) developed this written discipline statement for your review and acknowledgment. By law, this statement must be signed and placed in your child's file.

Understand that when AMRS accepts the responsibility of caring for your child, AMRS also accepts the responsibility of disciplining your child for unacceptable behavior to achieve character development and secure the personal safety of all children.

The steps of acceptable discipline at AMRS will be followed, as listed:

- I. A child's attention will be called by calling his name for correction at the first occurrence of disobedience (often a disapproving look will remedy the situation). To be sure your child understands the offence, he will be told what he is doing is wrong and an explanation as to why he should not repeat the behavior will be given.
- II. When the same offense is repeated, the teacher may:
 - A. Place the child's name on the board and give him an opportunity to have it erased with improved behavior.
 - B. Remove the child to a timeout chair if the child's behavior is disruptive to another child. This may mean the loss of a board game turn if played while the child is in the timeout chair.
 - C. Take away 5-10 minutes of playtime if the child does not respond to correction up to this point.
 - D. Take the child to the Director for counseling when purposeful disobedience continues.
 - E. Send a note or contact parent by phone with suggestions for positive correction when behavior does not improve after counseling. The parents will be informed at the first occurrence of a major offense (by note or phone call) to eliminate a build up of misunderstanding and to solve the problem immediately with parental support.
 - F. Remove the child from the room if he or she becomes totally disruptive in order to prevent harm to other children and to allow

the child to calm down before being dealt with to achieve cooperation on the child's part. (Another worker will be in charge of the classroom until the teacher returns.) If at this point an understanding with the child cannot be achieved, the parents may be called and asked to come to school/daycare for parental support.

G. Prevent harm or injury in the play yard by:

1. Calling out the child's name to make him aware of unacceptable behavior;
2. Explaining why the behavior is unacceptable;
3. Taking away playtime with the child standing in timeout when willful harm to another child or improper use of playground equipment might lead to personal injury.

All discipline will be administered with love and patience and will be consistently applied for all children. Under no circumstance will any teacher corporally discipline any child. When recurring discipline problems require a parent conference with Administration, a probationary period may be given as a notice to parents for behavior to improve. If severe discipline problems (i.e., constantly disrupting the class, excessively aggressive behavior toward peers and staff) cannot be resolved, the administration reserves the right to suspend or dismiss the child from school/daycare.

In the event that your child is suspended for any given amount of time, full payment will be expected during that time. If your child is dismissed due to severe discipline problems payment is required through the child's last day in attendance.

ACKNOWLEDGMENT

By signing below, I certify having read this document, discussed these discipline procedures, and understand the discipline policies of Andrews Memorial Readiness School.

I received a copy of the Andrews Memorial Readiness School Disciplinary Code for

Child's Name: _____ Date: _____

Parent/Gurardian Signature: _____ Date: _____

Director Signature: _____ Date: _____