

**Alphabet Learning Center  
4423 Kelly Road  
Tampa, FL 33615  
(813) 884-4542**

**DISCIPLINE PRACTICES AND PROCEDURES**

The Hillsborough County Ordinance No. 03-25, as amended by Hillsborough County Ordinance No. 04-25, as amended by Hillsborough County Ordinance No. 09-57, and as amended by Hillsborough County Ordinance No. 09-65, Section 1.06 and Hillsborough County Ordinance No. 05-9 as amended by 09-58, Section 1.04(5) "Child Discipline" requires that parents are notified in writing of the disciplinary practices used while in care prior to admission. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest or toileting. Children shall not be subjected to discipline which is severe, humiliating or frightening.

The goal of discipline is to help children see the sense in acting a certain way. Of course, this is a time consuming task and it is important that we remain realistic in the expectation of the behavior of each child. His/her developmental age and stage must be taken into consideration.

At our facility we encourage positive behavior in the following ways:

1. Allowing the child choices of activities, equipment, and materials, giving him a feeling of control over his environment so that conflict with others can be avoided.
2. Guidance in developing language skills which will help them resolve conflicts with words and not with inappropriate behaviors such as biting, hitting, kicking, etc.

If a child is experiencing difficulty controlling his/her behavior.

1. He/she will be redirected to another play area which may prevent escalation of the problem.
2. If a problem still exists, the child will be removed from the play area and given time away from the group to regain control. The time limits for this personal time are determined by the child. He/she may return to the group when he is ready.
3. If continued unacceptable behavior occurs, the parent will be scheduled to discuss a team approach to remedy the problem.

I have received in writing the Disciplinary Practices and Procedures used at Alphabet Learning Center.

Parent/Guardian Signature: \_\_\_\_\_

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