



## Positive Guidance

We take a proactive and preventative approach to guidance. We reinforce positive behaviors rather than focusing on inappropriate behaviors. Our certified teachers use various techniques including distraction, praise, and redirection. Most inappropriate behaviors are avoided. However special circumstances may arise and if that happens, we shall redirect the child away from the group with another activity. This could include a puzzle, coloring, or story time. Once the child feels ready, they will be allowed to rejoin group activities. In accordance with state guidelines corporal punishment will never be used in our center.

### **Other safety procedures for Mentor Co-Operative Preschool Inc. are as follows.**

1. No child shall be left alone or unsupervised in the classroom or hallway.
2. Teachers are certified in first aid and CPR for your child's protection. Teachers also have access to multiple phones, a first aid kit and other required materials for safety.
3. Children are required to participate in monthly fire drills and quarterly lock down and tornado drills. A copy of these drills is always on file in the classroom along with directions. Our emergency plan is posted in the classroom.
4. We have a no tolerance policy on violent behaviors. If a child harms another they will be withdrawn from our program immediately. If injury results from a violent act between two students, the aggressor's parents are liable for the incident and injury.

### **Custody**

If there are custody issues involving your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool will release a child to either parent unless proper documentation is on file denying access.

If you have any concerns about custody, please feel free to speak with us. Your child's well being is our utmost importance and will do what we can to provide a safe and secure learning environment to fit your needs.

### **Emergency**

In the case of an emergency or injury that requires emergency transportation the Mentor Rescue Squad will provide transportation to the nearest medical facility. Parents and guardians will be notified immediately after safety measures have been implemented.

Whenever an accident or injury occurs teachers will fill out an incident report and keep it on file as well as send a copy home with the child for parents. If the injury is serious ODJFS will be notified immediately and sent a copy as well.

Our teachers are state mandated reporters and shall notify legal children's services if child abuse or neglect is suspected.

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

Signature: \_\_\_\_\_