Discipline Policy for Children's Ministries

Christian Life Fellowship
Revised: November 23, 2003

1. The use of corporal punishment is expressly forbidden for all children's workers, *including* parents who serve in a classroom with their own children.

2. We have an established three-person policy. This rule insists that there be three or more present in every worker – child encounter. Disruptive behavior is to be handled in the classroom, not in isolation with worker and child alone. The Children's Pastor and Ministry Coordinators will provide two or more workers in every room.

3. When it is evident that you have an extreme case, which cannot be handled by classroom workers, contact your Ministry Coordinator for assistance.

4. Establish simple rules for your classroom. State these positively. General rules for every class are:
   Respect those in authority. Use words to solve problems.
   Speak and walk softly indoors. Leave room and equipment better than you found it
   Put materials away before beginning a new project.

5. Be consistent in enforcing your classroom rules.

6. NEVER threaten a child!

7. Always maintain self-control in your classroom and with your students. You must never shout or exhibit angry behavior towards the children. If you feel you are losing control, contact your Ministry Coordinator for assistance.

8. Never embarrass a child with words or actions.

9. Here are some things to do when a child becomes disruptive:
   a. Restate the rules to the entire class.
   b. Walk in the child's direction, standing near/over him.
   c. Gain eye contact with the student.
   d. Lightly touch the child on the shoulder letting him know that you care and are aware of his behavior.
   e. Redirect the child's actions.
   f. Change your activity. Perhaps the child is bored.
   g. Move the child to a different seat or location in the classroom.

10a. (Preschool) When a preschooler continues to disrupt class, follow these steps:
   a. Move the child to a time-out chair. The time-out chair should be placed where the child can readily observe the rest of the class. This is not a tool of humiliation.
   b. Tell the child how long he will be in the chair and briefly remind him why he is being disciplined.
   c. A good rule of thumb is one minute per year of the child's age.
   d. At the end of the time-out, the worker will approach the child in a spirit of forgiveness and invite him to reenter the classroom activity.

10b. (Elementary) Here are a few ideas to remember when ministering in a positive way to the individual who continues with disruptive behavior:
   a. Encounter him on an individual level. Take him to the side or back of the room for discipline.
   b. Explain the broken rule. Help the child to understand which simple classroom rule was broken and the importance of following all rules.
   c. Encourage repentance. Repent means to turn around. With God's help, any child can choose repentance and experience a dramatic change in behavior.
   d. Engage in prayer. Pray with the child.
   e. Expect God to work in the child's life. As you place the child in a different geographic location in the classroom, trust that God will help him with self-control.