

# Mt. Lebanon Extended Day Program

## Behavior Handbook

***MT. LEBANON***  
**Extended Day Program**



**Professional, Affordable, Convenient  
School Age Child Care**

**[MLEDP.org](http://MLEDP.org)**

# Contents

Expectations, Problems, Strategies, Interventions and Follow-up

for :

**Respectful, Responsible, Safe  
Behaviors**

# Respectful

Behavior Expectations	Behavior Problems	Preventative Strategies	Intervention	Follow Up
<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Use appropriate tone of voice for the activity and location</li> <li>• Listen to others</li> <li>• Share with peers</li> <li>• Use personal space</li> <li>• Wait your turn</li> <li>• Show consideration for others</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate language</li> <li>• Refusal to follow directions/compliance</li> <li>• Verbal bullying, teasing, taunting</li> <li>• Disrupting the group</li> </ul>	<ul style="list-style-type: none"> <li>• Get to know each child personally.</li> <li>• Engage with children in a warm, friendly, respectful manner.</li> <li>• Establish and communicate clear expectations and boundaries for the age group.</li> <li>• Be consistent.</li> <li>• Group children to avoid conflict.</li> <li>• Give attention to positive appropriate behaviors.</li> <li>• Model good social skills and appropriate language.</li> <li>• Encourage trust and sense of community, caring for peers.</li> <li>• Limit opportunities for inappropriate behaviors by keeping kids engaged in activities.</li> <li>• Use a minute timer</li> <li>• Foster confidence, self - control, coping, curiosity, communication, community building, and conflict resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• Redirect</li> <li>• Identify/define the problem with the child</li> <li>• Brainstorm to replace language</li> <li>• Verbal or written apology</li> <li>• Conference with child</li> <li>• Loss of privilege</li> <li>• Temporarily removed from activity</li> <li>• Removed from interaction with other children.</li> <li>• Time Machine - conflict resolution do-over</li> </ul>	<ul style="list-style-type: none"> <li>• Record documentation of the situation in the staff log.</li> <li>• Inform parent</li> <li>• Complete behavior report</li> <li>• Conference with parent, Center Director and Assistant Director after repeated staff intervention.</li> </ul>

# Responsible

Behavior Expectations	Behavior Problems	Preventative Strategies	Intervention	Follow Up
<ul style="list-style-type: none"> <li>• Follows directions.</li> <li>• Asks for help.</li> <li>• Goes directly to the destination.</li> <li>• Keeps belongings in personal space.</li> </ul>	<ul style="list-style-type: none"> <li>• Misuse of materials, equipment or property</li> <li>• Stealing materials or belongings from the center or others.</li> <li>• Destruction of property</li> <li>• Emotional outbursts that interrupt the group activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and communicate clear expectations and boundaries for use of materials, supplies, and activities.</li> <li>• Be consistent.</li> <li>• Value belongings of others and the center, to take care, to handle properly, use and put away securely.</li> <li>• Build confidence in kids to manage belongings and emotions.</li> <li>• Model responsible behavior and give opportunities for kids to demonstrate such.</li> <li>• Foster resiliency and teach coping skills.</li> <li>• Practice mindfulness.</li> <li>• Encourage trust and sense of community, caring for peers.</li> <li>• Give opportunities for kids to use and demonstrate self-control.</li> </ul>	<ul style="list-style-type: none"> <li>• Redirect</li> <li>• Identify/define the problem with the child</li> <li>• Conference with child</li> <li>• Loss of privilege</li> <li>• Temporarily removed from activity</li> <li>• Make amends</li> <li>• Take a break to calm down</li> <li>• Practice mindfulness exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Record documentation of the situation in the staff log.</li> <li>• Inform parent</li> <li>• Complete behavior report</li> <li>• Conference with parent, Center Director and Assistant Director after repeated staff intervention.</li> </ul>

# Safe

Behavior Expectations	Behavior Problems	Preventative Strategies	Intervention	Follow Up
<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands, feet and objects to self.</li> <li>• Dress appropriately for the activity. (tennis shoes, winter wear,..)</li> <li>• Use equipment correctly</li> <li>• Wash hands.</li> <li>• Follow safety practices in each space.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical contact with others</li> <li>• Self harm</li> <li>• Physical aggression (hitting, kicking, biting,..)</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and communicate clear expectations and boundaries for the age group.</li> <li>• Practice and foster 7Cs social skills- confidence, control, coping, curiosity, communication, community building and conflict resolution.</li> <li>• Be consistent</li> <li>• Group children to avoid conflict.</li> <li>• Limit opportunities for inappropriate behaviors by keeping kids engaged in activities.</li> <li>• Foster Resiliency - bouncing back from hard experiences</li> <li>• Instill coping skills</li> <li>• Practice mindfulness.</li> <li>• Space Invader activity</li> </ul>	<ul style="list-style-type: none"> <li>• Identify/define the problem with the child</li> <li>• Brainstorm to replace action with language</li> <li>• Verbal or written apology</li> <li>• Conference with child</li> <li>• Loss of privilege</li> <li>• Temporarily removed from activity</li> <li>• Removed from interaction with other children.</li> <li>• Time Machine - conflict resolution do-over</li> <li>• Take a break to calm down</li> <li>• Practice mindfulness exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Record documentation of the situation in the staff log.</li> <li>• Inform parent</li> <li>• Complete behavior report</li> <li>• Conference with parent, Center Director and Assistant Director after repeated staff intervention.</li> </ul>