

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**PLAN FOR BEHAVIOR MANAGEMENT**  
**Child Day Care Programs**

Provider/Director Name: \_\_\_\_\_ Facility ID Number: \_\_\_\_\_  
Program Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This form may be used to meet the regulatory requirement to submit to the Office a written plan for behavior management. You can choose to use this form to meet this requirement, or submit an acceptable alternative.

Valuable information is available from your local child care resource and referral agency and other resources. Information is also available on the agency website: [ocfs.ny.gov](http://ocfs.ny.gov).

The program is responsible for educating all staff on this plan upon employment and as needed. The program must supply copies of this plan to all staff and parents of children enrolled in the program.

- A child may only be disciplined by the director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child's actions and be handled without prolonged delay.
- A child may be separated briefly from the group, but, only long enough to gain self-control and must be in view of, supervised and supported by a director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of discipline, interaction or toilet training which frighten, demean or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, any person under the programs control.
- Physical restraint is prohibited.

**By submitting this form, our program chooses to implement and follow this plan for behavior management, and will attach any additional information as needed.**

The following acceptable child guidance techniques will be used (check all that apply):

- Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Have multiples of popular toys.
- Focus on "Do" rather than "Don't." For example, "We walk inside" instead of "Stop running inside."
- Offer choices: "You can either sit on the rug or at the table for story time."
- Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, "I was playing with that toy."
- Praise positive behavior: "Thank you for using your words."
- Model desired behaviors in order for the children to learn by example.
- Arrange the program space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities will help prevent conflict.
- For preschool and school age children, involve the children in the development of the classroom rules and consequences.
- Other (please describe)

If applicable, please attach any additional information regarding your behavior management plan.