

## Care Givers and Discipline

When dealing with a child who is having a problem with inappropriate behavior, our care givers will administer the discipline policy stated below consistently and fairly—with courtesy and dignity. Care givers may not use any form of corporal punishment, intimidating language or actions.

During enrollment, parents are required to sign the form stating that they

1. have read the discipline policy.
2. have reviewed it with their child.
3. agree to help support the staff in implementing it.

## Discipline

### A. Inappropriate Behavior

All children are expected to respond positively to program rules and care giver directions in order to provide an orderly, safe and enjoyable environment for “our” children. Children who have difficulty adapting to these expectations will be encouraged to do so in the following ways:

1. The care giver will discuss the child’s inappropriate behavior with the child, stating clearly the behavior that is expected. The child may be required to take a “timeout” for a period of time— one minute per age, not to exceed 15 minutes.
2. If the child fails to respond positively to this statement of expected behavior and “timeout,” we will complete a *First Notice-Behavior Problem* form and contact the parent describing the behavior required. When the child returns the next day the parent will:
  - A) have talked to their child and enlisted the child’s help in solving the problem.
  - B) provide the care giver a written note, signed and dated, instructing us as to what we need to do to encourage the child to act appropriately.
3. If inappropriate behavior continues in spite of the parent’s directions and our intervention, we will again state clearly to the child the behavior expected and place the child in “timeout.” If inappropriate behavior continues, we will complete a *Second Notice-Behavior Problem* form and report to the parent that the child hasn’t been willing to correct his/her behavior, and therefore he/she will be suspended from the program for the following day. In order for the child to return to the program after the day’s suspension, the parent must:
  - A) talk to the child about the behavior necessary to remain in the program, and
  - B) give us additional written instructions on how to help their child correct his/her behavior.
4. Further inappropriate behavior of any kind will result in the child’s dismissal from the program. (*Third Notice-Dismissal from Program* form)

### B. Minor Injury, Damage or Destruction

1. A child who inflicts (or attempts to inflict) minor injury to themselves, another child and/or a care giver will be suspended from the program for at least one day. When they return they must apologize to the injured party and promise better behavior.
2. A child who willfully damages or destroys (or attempts to damage or destroy) materials, equipment or property will be suspended from the program for at least one day. When they return they must apologize and pay for the property that needs to be repaired or replaced.
3. A second similar problem of injury, damage or destruction within a two-month period of time will result in dismissal from the program.

### C. Major Injury, Damage or Destruction

1. A child who willfully inflicts (or attempts to inflict) serious injury to themselves, another child and/or a care giver will be dismissed from the program immediately. The parent will be called to pick up the child.
2. A child who willfully does major damage or destroys (or attempts to damage or destroy) important materials, equipment or property will be required to pay for the repair or replacement of these items and will be dismissed from the program.

**House Rules**

1. Speak for yourself ... not for anybody else.
2. Listen to others ... then they'll listen to you.
3. Avoid bad words and put-downs ... who needs them.
4. Take charge of yourself ... you are responsible for you.
5. Show respect ... every person is important.
6. Keep your feet and hands to yourself ... no one wants to be hurt.
7. You mess it up ... you clean it up.
8. You take it out ... you put it back.
9. Have fun!

**Rules for Student Play**

NOTE: The following rules have evolved to protect the students in our charge and the equipment in our care:

1. Swing straight while seated (not side-to-side or twisting).
2. Slide from top to ground in the seated position with feet down. Students are not to run down or up the slide (or other equipment) or jump off before reaching the ground.
3. Students may not jump off any structure to the ground.
4. Students may not play on the structures in such a way as to increase their chance of injury to themselves or others.
5. Only soft balls or objects may be thrown. Balls, bats, rocks, other hard objects may not be played with while under our supervision.
6. Playground fort enclosures are off limits for all students.
7. Fighting or pretending to fight (karate, ninja, etc.) is not an appropriate activity.
8. Students are expected to use a courteous tone of voice and considerate actions toward others at all times.
9. Balls are not to be kicked inside the gym unless it is in organized play.

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I have read and explained the After School Care Program Discipline Policy to my child(ren) and will work with the staff in enforcing this policy.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please list your child(ren) who will attend the After School Care Program: (please print)

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**Please detach and return the above signed form to the After School Care Program Manager.**