

Kids Club After School Program

DISCIPLINE

No: 16

Updated: May 2014

The goal of the Kids' Club After School Program behavior management approach is to support the development of self-management, healthy decision-making and positive interactions with peers and adults.

Toward that end, Kids' Club Staff members are committed to working with families to support students' growth. Parents, extended family and significant adults within a child's life are valued partners. Parent-staff communication is regarded as a vital part of behavior management. We encourage parents/guardians to share any relevant information that might help staff more effectively support their child.

To Provide a Safe and Fun Environment for All, Staff will:

- Set expectations are age and developmentally appropriate.
- Help students increase their self awareness of their own emotional state.
- Facilitate communication and mediation -- to hear and be heard by others.
- Provide positive guidance, model and assist with problem solving
- Implement logical and natural consequences as needed.
- Under no circumstance will corporal punishment, ridicule, shaming or name-calling be used as forms of discipline.

Serious Behavior Concerns Include (but are not limited to) the Following:

- Inflicting physical or emotional harm on self or others.
- Destroying property.
- Sexually explicit behavior, harassment.
- Disrupting the program, necessitating one-on-one care from the staff.
- Leaving the group or set boundaries, thereby endangering themselves.
- Other behavior necessitating noncompliance with staff to student supervision ratio.

Discipline and Guidance Procedures:

1. Students will receive a verbal warning for inappropriate behavior.
2. If behavior persists, the students will be asked to temporarily sit out from the activity until calm and safe or appropriate behavior is demonstrated.
3. If inappropriate behavior persists, a student will be asked to switch activities within the program (e.g., student will be asked to leave the gym and choose a different activity to participate in).
4. If a student is still struggling, s/he will be asked to take time to calm down in the office, and/or a different staff person will take over helping the student.
5. A phone call will be placed to parent/guardian following disruptive behavior to assist with calming down.

An incident report will be written in the event of one of the above situations. It will be discussed and signed by parent, staff and Director(s). Behavior Incident Reports are confidential, and will not be shared, unless we are authorized or legally obligated to do so for the sake of a child.

If Unsafe or Disruptive Behavior Persists:

1. A meeting will be called with the parent/guardian to discuss behavior and consequences and future expectations.
2. Parent/guardian will be asked to provide permission to share information and support strategies used by teachers, counselors or other support providers.
3. Kids' Club After School Program Director(s) will attend Student Intervention Teams (S.I.T.) or other meetings to establish an Individual Education Plan (I.E.P.).
4. Parent/guardian, student and staff will create and use a behavior modification plan, consistent with above. (e.g., behavior modification chart, establishment of "safe" zones for use in moments of high emotional turmoil.)
5. For clarity of communication and expectations, the staff and Director(s) will employ and document the strategies listed above.

Suspension and Dismissal:

1. Consistent with Seattle Public School policy, fighting is not permitted. Students found fighting will be subject to suspension; one day's suspension for the first occurrence, and up to three for the second.
2. Regardless of the duration of suspension, a student may return to the program only upon the condition that a conference has been held to discuss the incident and establish future expectations.
3. A student who has received three Incident/Behavior Reports within a six-month period of time will be suspended for one to two days.
4. A student who has received three Incident/Behavior Reports within a three-month period of time will be dismissed from care. The Director(s) will request a conference with the parent/guardian to inform them of the decision and review documentation of behavior and steps taken to support the student to date.
5. Immediate dismissal will occur in cases of violence that infringes on the safety of others and/or possession of a weapon.

Kids' Club After School Program will make every reasonable effort to provide an environment where each child can experience success, and develop emotionally, socially and academically. In the event that a child is unsuccessful within Kids' Club's After School Program, we will refer families to community resources that may better serve the needs of the child.

Any variation from the above policy will be at the discretion of the Director(s).