

**Discipline Procedure
District 200 Community Education
School Age Child Care**

Methods of Discipline

Children will have a clear understanding of the rules of the child care program. Children will be helped to understand their responsibility to the other children, staff and environment.

The staff will model expected behavior. When negative behavior occurs the staff will attempt to redirect the child's behavior, while praising the positive. If a child's behavior remains disruptive, the parent will be notified of the behavior and the disciplinary procedure will be enacted.

Disciplinary Procedure

Incident #1: The behavior was discussed with the child and the parent was notified.

Date: _____

Incident:

Staff signature: _____ **Parent signature:** _____

Incident #2: The parent was contacted by staff to discuss the incident.

Date: _____

Incident:

Staff signature: _____ **Parent signature:** _____

Incident #3: The behavior continues to be a problem at Kids' Campus. This is to inform the Parent of the behavior and to request a meeting to discuss the situation

Date: _____

Incident:

Staff signature: _____ **Parent signature:** _____

If the child's behavior does not improve the parent will be requested to remove their child from the program within one week of notice in incident 3. However, if the child's behavior is such that it will cause harm to himself/herself or others, the parent will be requested to remove the child from the program immediately.