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# Discipline Procedure

## School-Aged Care 2020

Hastings Community Education: Kids' Campus, Camp Horizons, Big Shots, Specialty Care

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### Methods & Discipline Philosophy:

Expectations will be clearly made through daily practice, reminders, and discussions both in groups and individually. Children will be helped to understand their responsibility to the other children, staff, and environment. Staff will also model expected behavior and be held accountable by coworkers and supervisors.

When negative or dangerous behavior occurs, staff will attempt to redirect the child's behavior, while praising positive. We use both accountability-based discipline and conscious discipline. If behavior continues, the guardian will be notified of the behavior and the disciplinary procedure will be enacted:

**\*\*Please be aware of the COVID 19 Behavior expectations. Behaviors associated with this waiver are grounds for dismissal.\*\***

**Incident 1:** The behavior was discussed with the child and the parent was notified via phone or email.

Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_

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**Incident 2:** The behavior was discussed (over the phone or in person) with the child and the parent. A written behavior plan was developed with parental input.

Date: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_

**Incident 3:** After attempts of using the written behavior plan, the parent and child met with lead staff and coordinator to go over the written plan and make adjustments to ensure a positive outcome.

Date: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_