

# Behavior Management Policy

Please read and discuss the following rules and consequences with your child.

## Philosophy:

The Boys & Girls Club Staff recognizes and respects children as people with unique feelings, values, and needs. We believe that positive reinforcement and behavior modification through consequences are effective methods of interaction, particularly when dealing with behavior problems.

## Rules:

At the Boys & Girls Club, we follow the 3-R rules. This means that the children are encouraged and EXPECTED to:

**Respect the staff:** This includes any volunteers. Violations would include talking back.

**Respect yourself and others:** Violations would include hurting someone's feelings, being disruptive during group activities, lying, cheating, stealing, hurting, yourself or others.

**Respect the club:** Violations would include any destruction of Club property, stealing of Club property.

## Behavior Management Procedures:

Positive verbal recognition and rewards will be used to consistently reinforce good behavior. Rewards can be as simple as individual attention from an adult or a special activity.

The following steps will be taken in the event of behavior problems:

1. **Reasoning:** Communication between the child and staff member to identify the problem and determine a possible solution. At this point, children are given a chance to explain what happened and to make a choice about what they should do next.
2. **Removal/loss of privilege:** Removal from the activity for a short period of time. This allows the child to gain control of a difficult situation. Time outs can include activities which might lead the child to consider alternate behaviors. The staff might as that they make a list of alternate ways to handle the situation, write or draw a letter of apology, or perform a short community service project. Every time a child is asked to be in time out it is recorded in the time out log. If a child is logged into time out three times in one day a discipline report will be issued.
3. **Discipline Report:** In a case where reasoning and time outs have failed, or when the Dangerous rule is broken, the child will complete a discipline report. Parents will be notified when they pick up their child. All documentation will be filed and kept confidential. Community Service may also be given as a consequence. Community Service might include cleaning up around the Club. Refusal to

- complete a discipline report or the accumulation of three reports in one month can result in short term suspension (up to one week).
4. **Parent Conference:** An informal parent conference will occur when repeated behavior problems occur and/or when a behavior is particularly dangerous to the child, staff or other children. Parents, the child, and the staff will discuss the behavior and possible solutions. Future consequences for continued behavior and future rewards for improved behavior will be agreed upon and documented at this time.
  5. **Suspension/Dismissal:** If the agreement is not upheld, or if a child receives three discipline reports in one month, another meeting will be held with the child, staff, and parents. At this time, short term (up to one week) or long term suspension will be required and discussion as to whether this is the right program for your child will occur. If the suspension is not effective the child will be dismissed from the program. Refunds will not be given for suspensions or dismissals.

**Parents should always be aware that if your child behaves in a way that puts him/herself, staff, or other children in danger (violent behavior, threats toward or striking staff, running away from the Club or site) you will be called and asked to pick up your child immediately regardless of previous behavior. A suspension will immediately be effective for any such behavior. If you or someone you designate cannot pick up your child immediately in such situations, we will not be able to have your child in the program. In the event a child is endangering him/herself, another child, or a staff member and or parent or guardian cannot be reached, we may need to call the police. Childcare staff is not allowed to restrain children so it is our only option in an unsafe situation. Parents will be required to pay all fees/damages incurred. After an incident, staff will meet then to determine if the child can return to the Club.**

*Please let us know at the time of registration if your child has any special needs. The more we know, the more prepared we will be to help your child. Children who regularly take medication during the school year should continue to take medication while enrolled at the Boys and Girls Club. School out day and spring, summer, and winter breaks are not a time when a child should take a break from their regular medication.*

If you have any questions regarding these policies, please feel free to contact the Unit Director at (425) 267-9526.

I, \_\_\_\_\_, have read and agreed to all policies and procedures listed in the Behavior Management Policy of the Cascade Boys & Girls Club. I have directed all questions about these policies to the Director. My child and I will discuss the Cascade Boys & Girls club rules and the consequences for not following the rules, outlined in the Behavior Management Policy. My child and I agree and support the rules and consequences detailed in the Club's Behavior Management Policy.

Signed:

\_\_\_\_\_  
Parent/Guardian

# Boys & Girls Club Emergency & Authorization for Pick Up Form

Child's Full Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Emergency contacts and people who are authorized to pick up my child(ren):

<u>Name</u>	<u>Relationship</u>	<u>Phone# &amp;/or Cell#</u>
1. _____	Mother	_____
2. _____	Father	_____
3. _____		_____
4. _____		_____

The people listed above have my permission to be contacted in an emergency situation when I cannot be reached. The above people also have my permission to pick up my child. **I do understand that I will contact the Director if anyone other than myself will be picking up my child(ren).** I do understand that I can add more people to this list in writing only and that such a note must be delivered to the Site Director before such an arrangement is permitted.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please list any persons restricted from picking up your child.

<u>Name</u>	<u>Relationship</u>
1. _____	_____
2. _____	_____

### Allergies & Dietary Needs

\***Allergies** (Please include food, bugs bites, & general Health): \_\_\_\_\_

\***List all Dietary Needs** (include specifics of what your child can have and what they are restricted from): \_\_\_\_\_

Date of Last Physical: \_\_\_\_\_

I give permission to the Cascade Boys & Girls Club to use the following topical solutions when administering first aid care to my child. (Please initial all that apply)

**Baking Soda** \_\_\_\_\_ **Sun Screen Lotion** \_\_\_\_\_

### Parent/Child Contract

I \_\_\_\_\_ have read and agree to all policies and procedures listed in the parent handbook of the Cascade Boys & Girls Club. If I have any problems with these procedures, I have discussed them with the Site Director.

I have read or explained the Behavior Management Policy to my child,

\_\_\_\_\_. We both agree that my child will adhere to the rules of the club. Both my child and I agree to the consequences outlined in the policy handbook.

Signed:

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Child

Participation and Transport Release



I give my permission for my child, \_\_\_\_\_, to participate in all activities and field trips while in the care of the Boys and Girls Club. I understand that the activities may include swimming, hiking, walking field trips, and many others. I also give my permission for my child to be transported by school bus or Boys and Girls Club vans while in the care of Boys and Girls Club Staff.

Please list any swimming restrictions or other concerns pertaining to activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Medical Release Form

I hereby give permission for my child to be given emergency medical treatment, including first aid and CPR, by a qualified staff member at the Boys and Girls Club. I also give permission for my child to be transported by ambulance, treated by aid car personnel, and/or transported to an emergency center for treatment.

I understand that staff will always attempt to contact me first in the event of an emergency and will continue to try until contact is made. However, in the event that I can not be contacted, I authorize and consent to medical, surgical, and hospital care, treatment, and procedures to be performed for my child by a physician or hospital selected by the Boys and Girls Club Director when deemed necessary to safeguard my child's health. I waive my right of informed consent to such treatment.

I certify that I am the parent or legal guardian of \_\_\_\_\_ and that I have the authority to authorize such actions.

Signed \_\_\_\_\_ Date \_\_\_\_\_