

Pines Community Center

Summer Day Camp Program

Code of Conduct and Discipline Policy Form

Thank you for enrolling your child in the Pines Community Center's Summer Playground Program. It is our intention to provide a safe and secure environment for your child. We strive to create a comfortable and fun atmosphere that will make your child look forward to coming to camp each day. In order to ensure that we provide a quality program and a safe environment for all participants, each participant must follow program rules.

Campers are encouraged to practice those social skills that will allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. When a disciplinary situation occurs that requires some type of intervention, a camp counselor or director will provide the child with a clear explanation as to why the specific behavior is inappropriate. The camp counselor or director will then suggest an alternative behavior that fits within the camp guidelines of appropriate behavior. These guidelines revolve around concerns for the safety of all camp participants and staff.

Every Parent/Guardian is required to read and discuss the following information with his/her/their camper and sign and return the Code of Conduct and Discipline Policy Form to the Pines Community Center by their child's first day of participation in the Playground Program.

General Playground Program Rules

1. Follow instructions of staff to ensure safety.
2. Show respect to all participants, staff, equipment, and property. Camper's family is financially responsible for reimbursing for, or replacing, items deliberately misused and damaged.
3. Teasing, insulting, and bullying will NOT be tolerated.
4. Keep your hands, feet, head, and other body parts to yourself. **Fighting, hitting, theft, destruction of camp or personal property, etc. WILL NOT BE TOLERATED.**
5. Appropriate language and dress are expected at all times.
6. Cooperation and participant involvement, both in group activities and with other participants, is required.
7. Participant must request permission from staff to leave group or activity *for any reason*.

Staff Discipline Policy Steps

Serious Offenses: Include, but are not limited to the following: Endangering one's self and /or any other person's well-being, verbal abuse, harassment of any kind, sexual talk or behavior, swearing, fighting, threats of violence to other children and/or staff, stealing, destruction of property, and leaving the Pines campus. Consequences: 1st offense - verbal and written notice to parents/guardians. 2nd offense - removal from activity and notification for parent to come pick up child. 3rd offense - three (3) day suspension from the program. 4th offense - expulsion from the program.

Minor Offenses: Include, but are not limited to, the following: Not observing basic rules of courtesy, back talking, arguing with staff, not following directions, pushing, grabbing, leaving an activity without permission, or any other negative and/or inappropriate behavior or attitude which may occur during the course of the day. Consequences: 1st offense - verbal warning. 2nd offense - written warning. 3rd offense - removal from activity or

site. 4th offense - 1-day suspension from the program. 5th offense - three (3) day suspension from the program. 6th offense - expulsion from the program for the remainder of the summer.

Physical violence will NOT be tolerated in this program. The Pines Community Center reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

Code of Conduct – Parent

As the Playground Program staff seeks to treat all campers and their families with respect, parents and guardians are also expected to treat all Pines campers and staff with respect. All camper/program/staff issues, comments or concerns should be directed to the Camp Director or Recreation Director, not the other campers, camp counselors or office staff. If the parent is not satisfied with the response of the Camp Director and/or Recreation Director, he/she/they may request an appointment with the Executive Director.

*I have discussed the rules and consequences of the **Pines Community Center's Playground Program Code of Conduct and Discipline Policy** with my child and they understand what is expected of them at camp.*

Camper's Name (Print)

Parent/Guardian Signature

Date