

# **Channahon Park District**

## **Behavior Management Policy**

### **Behavior**

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help ensure children's programs are safe and enjoyable for all participants.

The Channahon Park District insists that all participants comply with the basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow programs' rules and take directions from staff.
2. Only appropriate words will be used by staff and participants, refrain from abusive and foul language.
3. Refrain from threatening or causing bodily harm to self, other participants or staff.
4. Not talk back to staff.
5. Show respect for equipment, supplies, facilities and other people's property.
6. Not possess any weapons.
7. Clean up after themselves.
8. Have fun.

### **Discipline**

A positive approach will be used in regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Channahon Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

In order to have our programs run smoothly, we have implemented the following discipline procedures:

1. When a child misbehaves he/she will be explained why this behavior is inappropriate.
2. We will document the behavior and discuss with the parent/guardian.
3. Positive redirection of behaviors will be used.
4. If a child cannot handle participating within a group, he/she will be removed from that group and encouraged to participate in an individual activity.
5. If the child continues to be disruptive, an age appropriate time out will be used.
6. An incident report will be filled out any time a serious problem arises. Once an incident report has been completed it will be put on file, and the parents/guardians will be notified and required to sign the report. Staff will file an incident report for the violations listed below. If we find other instances that we feel are violations, we will add them to the list:
  - a. Talking back to staff
  - b. Not listening to staff
  - c. Swearing, hand gesturing and name calling

- d. Fighting/hitting/pushing
  - e. Spitting/biting
  - f. Kicking or inappropriate contact
  - g. Throwing objects
  - h. Harmful acts against others
  - i. Unruly behavior/screaming
7. The second time the child receives an incident report, the parents will be contacted and a meeting between the program director and the parents must be arranged before the child is allowed to return to the program.
  8. If the participant receives a third incident report, the parents will be called to pick up their child. The parents must meet with the program director and the program supervisor before the child is allowed to return the program. The participant may be suspended from the program for a period of 1-5 days.
  9. Once a fourth incident report is filed the parent will be called and asked to pick up their child and that child may not return to the program for the rest of the season. A prorated refund will be arranged.

These procedures may be accelerated depending on the severity of the incident. Participation in other Park District may be affected by a dismissal.