



Wakeman Boys & Girls Club has adopted the following Behavior Policy to help create a healthy and safe environment for children to grow and build character.

The following actions are considered violations of the Behavior Policy:

- Disrespect to other children
- Disrespect to WBGC staff/volunteers/other visitors/users on premises
- Inappropriate language
- Fighting/physical altercation
- Misuse of equipment, supplies, rooms or building.
- Any other behavior deemed inappropriate by WBGC staff, including but not limited to swearing, stealing, lying, playing in unsafe manner, or refusing to cooperate to reasonable requests.

Consequences:

- For any violations listed above, children may be removed from the Club/program for the day or evening, and depending on the seriousness of the offense, may be suspended for a period of time.
- There are no refunds or credits for the time missed due to suspension or expulsion.

Please note: Parents may not be notified every time their child is written up for a behavior violation based on staff discretion and the nature/severity of the violation. It is the responsibility of children to notify their parent of issues at Club programs and responsibility of parent to ask staff if they suspect an issue is in need of further clarification.

BEHAVIOR MANAGEMENT PLAN

Philosophy

Wakeman Boys & Girls Club programs provide a safe environment for children to develop a healthy spirit, mind and body. We believe children should make their own choices and take responsibility for their actions. Our policy is that behavior management is a function of engaging children in meaningful and stimulating activities which focus on positive role models, in addition to promoting respect for self and others in a climate of acceptance and fairness.

Acceptable Behaviors

Based on the Golden Rule: "Treat others as you would want them to treat you."

- Children will respect rights and feelings of others and will avoid disruptive behaviors that interfere with program activities. Aggressive behaviors such as hitting, kicking, verbal put-downs, and bullying are not tolerated.
- Children will follow all directions given by the program leaders regarding safety procedures and will stay with the group for all scheduled activities.
- Children will respect the private property of others and will understand that misusing, stealing or vandalizing the property of others will not be tolerated. Children will report all unacceptable behavior of other children to staff out of respect for the Club and its members.

Behavior Management Procedure Guidelines

Step 1 – Reminder of Rules: In cases of a minor behavioral situation, the member will be reminded of the rule they forget or broke and be asked to correct the behavior accordingly. Such correction may include an apology to other member(s) or staff member. Most issues are addressed at this level by staff to correct minor behavior concerns.

Step 2- Removal from Area: When a problem arises which threatens the health or safety of themselves, other children or staff, staff will take immediate action to stop the behavior and inform the child of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled in the area, it may be necessary to temporarily remove the child from the situation. A Parent/Guardian will be notified as deemed necessary by Program Director. Program Director will work with the child/parents to correct inappropriate behavior.

Step 3- Call Parent or Guardian: The WBGC Program Director(s) will call the parent/guardian to discuss continuing inappropriate behavior. Should the behavior continue, the child will be suspended from the program and/or Club for a period deemed appropriate by the Program Director. A meeting between the Program Director and the parent/guardian may be scheduled at this time by WBGC or parent/guardian.

Step 4- Suspension: The Program Director(s) will inform parent/guardian (via phone call) of a suspension for the continuing inappropriate behavior. An email or letter will be sent home in a timely manner outlining suspension.

First Offense: One-day suspension

If a member continues to display disruptive behavior or has any other difficulties adjusting to expectations of the program, the situation will be discussed by the Program Director or Unit Director and the parent/guardian to provide recommendations for developing a plan toward resolution.

Second Offense: One week suspension

If another offense should occur that results in suspension, the Program Director or Unit Director will enforce a suspension up to one week. In the event that suspension from the program is ineffective or deemed insufficient to address the problem behavior, WBGC may exercise its right to terminate a member's enrollment for the remainder of the program year. The Unit Director will consult the Chief Executive Officer before step 5 is implemented.

Third Offense: One month suspension

A third offense or situations that could possibly lead to this step may include serious, willful injury to another member or staff member; blatant disregard for the safety of other members and/or staff; serious, willful destruction of another person's belongings or WBGC/partner property; and/or a member's clear statement of intent to disregard the program rules and/or staff instructions. In the event suspension from the program is ineffective or deemed insufficient to address the problem behavior, WBGC may exercise its right to terminate a member's enrollment for the remainder of the program year. The Unit Director will consult the Chief Executive Officer before step 5 is implemented.

Step 5- Dismissal from Program: If after a third call from the Program Director(s) has been made, and there have been several unsuccessful attempts to correct the child's behavior, the Program Director and/or Unit Director will notify the parent/guardian that the child is withdrawn from Wakeman Boys & Girls Club program. Email or other written notification will follow.

When a child's inappropriate behavior is extremely persistent in that it takes too much attention away from the needs and safety of the other children or staff, or the behavior is too violent or too repetitive, the possibility of suspending or dismissing the child from the program may be considered immediately. This decision is an important and difficult one to make. It will be carefully considered and discussed by WBGC staff before action is taken.

In case of suspension, no alternative care will be provided by Wakeman Boys & Girls Club. The parent/guardian remains responsible for paying all fees for that program/activity if applicable and no paid fees are refundable or credited. The Unit Director maintains the right to make all final decisions regarding membership, participation, eligibility, discipline and consequences of any child in Wakeman Boys & Girls Club.