



# JCC YOUTH DEPARTMENT DISCIPLINE POLICY

In order to facilitate a safe, secure, fun environment for all participants attending JCC Youth Department activities the following policy has been implemented.

This policy is not intended to be activated for minor “misbehaving” infractions. On a daily basis, the JCC Youth Department works with children who are having a “bad day”. Those types of behaviors, where neither malice nor destructive outcomes were intended will continue to be addressed at the Supervisor/Child level. Time-outs and, in some situations, loss of choice activity will continue to be the discipline implemented.

## THE YOUTH DEPARTMENT DISCIPLINE POLICY WILL BE ACTIVATED WHEN:

1. The number of minor infractions has been excessive; and /or
2. The behavior constitutes a violation against other children or adults, including unwelcome intentional touching or grabbing of another child, explicit and offensive verbal remarks (either sexual in nature or general taunting), name calling, vulgar or identifiable unacceptable language, or other verbal or physical conduct in violation of the JCC Youth Department Code of Conduct; and/or
3. The behavior constitutes a violation against the JCC or other children’s property and/or
4. The behavior constitutes a safety issue either for the child themselves, other children, or staff. In the event this policy is activated for any child, written documentation will be kept by the Director of all applicable dates, decisions and agreements (including a plan of action if needed.)

## THE FORMAL DISCIPLINE POLICY IS AS FOLLOWS:

1. All enrolled children and their parents/guardian will sign a Conduct Contract acknowledging their notice and understanding of our Code of Conduct, and the potential repercussions of negative behaviors.
2. Upon occurrence of the first serious offense which is significant in nature to bring to the attention of the Youth Director, will result in a private discussion between the Youth Director and the child. The child will also be removed from their choice of activity for the day. The parent will be notified of the negative behavior and will be advised that if the same or related behavior is repeated, a parent conference will be required. The director will notify JCC management.
3. If the behavior continues, the child will again be removed from the group activities and the parents will be notified of the need for a Parent/Child/Director conference before the child can return to the program.
4. If the behavior still continues, a parent conference will again be required, (either with or without the child at the parent’s discretion). The child may be suspended from the program for a period of time up to 3 days (at Director’s discretion). The child will then be allowed to continue in the program only after the director and parent have prepared and agreed upon a plan of achieving acceptable behavior in the child.
5. If, after all of these steps, the behavior continues, the child will only be allowed to continue in the program if a professional counselor is involved (at the parent’s expense) in modifying the negative behavior. At this point, the professional will be asked to recommend a time frame for compliance based on the situation. If a professional is not brought in, or the time frame set forth is expended, the child will be expelled from the program with a date for re-entry set by the Director.

Under extreme circumstances and/or in situations when that child or other children’s safety is at risk, the Youth Director, with agreement from the JCC Executive Director, has the authority to ask a child to leave the program without following the above procedure.

Child Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

