

## POLICY ON DISCIPLINE

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

### DISCIPLINARY STEPS

Children who know what is expected of them will likely be more responsible to rules. Behavior that is destructive to oneself or to others will not be tolerated in our program. The severity of each incident will be reviewed and appropriately acted upon by the SACC Director or Site Supervisor and documented as either, an incident or a disciplinary violation.

### DISCIPLINARY PROCEDURE SHALL BE AS FOLLOWS

**VERBAL WARNING WILL BE GIVEN AT FIRST OCCURRENCE OF INAPPROPRIATE BEHAVIOR  
CHILD WILL BE REDIRECTED TO ANOTHER ACTIVITY OR REMOVED FROM THE CONFLICT  
BEHAVIOR WILL BE DOCUMENTED ON AN INCIDENT OR DISCIPLINARY REFERRAL FORM  
SACC DIRECTOR / SITE SUPERVISOR WILL SPEAK PRIVATELY WITH PARENT/GUARDIAN  
PARENT/GUARDIAN WILL BE REQUIRED TO SIGN THE REFERRAL FORM**

### SUSPENSION + TERMINATION

Suspension period begins the day after the incident occurs and does not include weekends. Suspension from SACC includes all programs the child is attending, and no refund will be given.

### THE FOLLOWING MAY RESULT IN AN IMMEDIATE, 1-WEEK SUSPENSION FROM SACC

**FIGHTING OR BEING DISRESPECTFUL TO A TEACHER, STAFF MEMBER OR PEER  
BITING ANOTHER CHILD OR STAFF MEMBER  
REMOVING THEIR SEAT BELT BEFORE THE BUS STOPS COMPLETELY  
BEING UNRULY, DISOBEDIENT, OR DISRESPECTFUL ON THE BUS**

### AFTER MULTIPLE OFFENSES, THE FOLLOWING DISCIPLINARY ACTION WILL BE TAKEN

**UP TO 3 DISCIPLINARY REFERRALS // 1-WEEK SUSPENSION PER INCIDENT  
4 DISCIPLINARY REFERRALS // TERMINATION OF ENROLLMENT WITHOUT A REFUND**

**PLEASE NOTE // Do not deal with conflict(s) between children on your own. Tell us if your child is having a problem with a peer. Remind your child to notify our staff if an incident occurs so it can be dealt with immediately.**