

**NORTH ARLINGTON SCHOOL AGE CHILD CARE(SACC)
DISCIPLINARY POLICY – BEFORE & AFTER SCHOOL**

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 following policy will be utilized when deemed necessary. However, each individual case will be reviewed and acted upon by the SACC Site Directors as he/she feels is appropriate. Any student involved in a fight or who is disrespectful to any teacher, staff member or other student will be automatically suspended from SACC FOR ONE WEEK(NOT INCLUDING WEEKENDS) BEGINNING THE DAY AFTER INCIDENT OCCURS. If the child attends two or more programs, the suspension includes all programs.

BITING POLICY: Please note that each incident will be evaluated on an individual basis. Any child who bites another child or staff member will be automatically suspended from the program for not less than 2 days, but not more than 5 days(no refunds will be given). On the second occurrence, the child will be suspended for one week(no refunds will be given). On the third occurrence, the child will be terminated from the SACC program(before and after school) without a refund.

Disciplinary Steps

1. When inappropriate behavior occurs, the child will be given a verbal warning at the first occurrence, however the **incident will be documented on an incident referral form, which the parent will be required to sign.** The child will be redirected to another activity and/or removed from a situation where conflict exists.

Depending on the severity of the "incident" it will be decided by the Site Director if the write-up will be considered as an "incident" or "disciplinary". The parent/guardian will be spoken to by the Site Director and/or staff member involved when the action occurred.

In the event that inappropriate behavior continues to exist, the following actions will be taken

1. Inappropriate behavior will be documented on an incident or disciplinary referral form. Discussion will take place between the Parent/Guardian and the Site Director(s). The Parent/Guardian will be required to sign the form.

2. If a child accumulates a total of three (3) disciplinary referrals; including all programs attending, the Parent/Guardian will be asked to keep the child home for one (1) week. **No refund will be given.**

3. If a serious conflict still exists and a fourth disciplinary referral is written, the child's enrollment in the SACC Program will be **terminated without a refund.**

Bus: If any child is unruly, disobedient, or disrespectful on the bus, the same procedures as above will be followed. If continued unacceptable behavior occurs on the bus, it will be our **discretion to terminate your child from the program without a refund.**

If any child removes their seat belt while on bus before the bus stops completely - it will result in an AUTOMATIC SUSPENSION FOR A WEEK – no refund will be given.

REMINDER:

Please inform the staff if your child is having a problem with another child. Do not deal with it on your own. However, please remind your child to notify a Staff member immediately, if there is an incident with another child.